

WELCOME/INSTALLATION LETTER

Welcome to the 71L Administrative Specialist Reclassification Course. This course will be conducted via CD-ROM distance learning technologies. Upon receipt of this letter and accompanying instructional packet, you will have 3 months to complete the training. Failure to complete this training within the allotted three months time period will result in you being dropped from the course. On the backside of the letter are the instructions for installing the CD-ROM lessons.

With this letter, you should have received a complete instructional packet. Before beginning the course, check to ensure that you have received the complete instructional packet. A complete instructional packet consists of a blank 3 1/2" disk to record your lesson progress and test scores, a pre-addressed envelope to mail the test disk once you have completed the course, and the following CDs:

71L Administrative Specialist, Module 01 Type A Memorandum
71L Administrative Specialist, Module 05 Assemble Correspondence
71L Administrative Specialist, Module 06 Establish Files, & Module 07 File Records
71L Administrative Specialist, Module 09 Route Incoming Distribution, & Module 10 Dispatch
Outgoing Distribution & Module 11 How to Read a Regulation
71L Administrative Specialist, Diagnostic Tests & End of Module Tests

Introduction to Computers consists of the following CD-ROMS:

Word 97 Introduction
Access 97 Introduction
Excel 97 Introduction
PowerPoint 97 Introduction
Word 97, Power Point 97, Excel 97 Introduction (test disc)

If you did not receive a complete instructional packet, contact Mr. Paul Squires Monday through Friday 0800-1630 (Eastern Time Zone) at commercial 803-751-8217, DSN 734-8217 or email squiresp@jackson.army.mil

The References and Handouts are provided to use in conjunction with its corresponding module lesson. It is best if you printout the handouts to use while doing the lessons. **The References** are on average greater than 300 pages each in length. Recommend you view them when appropriate in the lesson. You may print out the references, but remember this will be paper intensive.

The blank 3 1/2" floppy disk is provided to record the results of **all** lessons/tests taken. Prior to accessing the lesson, insert the floppy disk into your computer's floppy drive (normally it's the "A drive"). Upon completion of **all** module lessons and tests, write your full name on the floppy disk label where provided, place the disk into the pre-addressed envelope and mail. If you initially fail a test, review instructional materials and retake the test before mailing the floppy disk.

Upon verification of test scores by the Army Training Support Center (ATSC), students who achieve a passing score on each test will be granted a diploma and the MOS designator 71L. The diploma will be mailed to the student's home address of record.

ADMINISTRATIVE SPECIALIST CD-ROM INSTALLATION AND RUN INSTRUCTIONS

MINIMUM SYSTEM REQUIREMENTS:

486/25 MHz or higher CPU with 8 MB RAM, MPC 2 compatible, SVGA monitor, keyboard, mouse, double-speed CD-ROM player, audio headphones, 3 MB free space on hard drive, Windows 3.1 or greater, and a 16-bit audio sound card with speakers.

PREPARATIONS

1. Shut down all other applications
2. This program runs at a screen resolution of 800x600 (256 colors). Small size font should be selected. Refer to Windows HELP for information on configuring your display.

INSTALLATION INSTRUCTIONS:

1. Run Windows.
2. Insert the CD-ROM into your CD-ROM drive.
3. Click the "Start" button and select "Run...".
4. In the command line text box, type *D:\setup* (or whichever letter corresponds to your CD-ROM drive), then select "OK".
5. Click "OK".
6. Select the *FULL-INSTALL ALL FILES* button in the 71L CBI Installation Window.
7. Select "YES" to create the Program Manager Group. If the option "Should the new Program Manager Groups replace existing duplicate groups?" pops up, select "YES".
8. Select "CONTINUE" to install the Video for Windows.
9. After the Video for Windows installation is complete, you can select to *RESTART WINDOWS* or *DON'T RESTART NOW*.

NOTES:

1. On some CD-ROMs the setup will not appear under the root directory, on these disks you must select your CD-ROM drive and open the folder to access the set up file. Run the installation procedures on each individual disk.
2. Whenever you stop the program will automatically insert a bookmark.
If you wish to return where you left off select "YES" to book marking.
3. ALWAYS insert a 3½" disk in the A: drive to record progress and results.

USE OF REFERENCES/HANDOUTS and INSTRUCTIONAL CD-ROMs: The steps to use both the references/handouts and the module lessons simultaneously are:

First, open the References and Handouts:

1. Insert a module CD-ROM into the CD-ROM drive.
2. Select **START** on the Taskbar.
3. Go to **PROGRAMS**.
4. Select 71L CBI and click on the **References and Handouts** icon.
5. The references and handouts will open. Now you may open the lesson.

To open a lesson.

1. With a module CD-ROM inserted into the CD-ROM drive, select **START** on the Taskbar.
3. Go to **PROGRAMS**.
4. Select 71L CBI then the module you wish to open.
5. Complete the sign on page.
6. Begin the training.

To access the references and handouts with the lesson on the screen, press and hold down the "Alt" key, then tap the "Tab" key.

**Information Management: Records
Management**

The Modern Army Recordkeeping System (MARKS)

**Headquarters
Department of the Army
Washington, DC
26 February 1993**

Unclassified

SUMMARY of CHANGE

AR 25-400-2

The Modern Army Recordkeeping System (MARKS)

This regulation combines all policy relative to the Army recordkeeping system. Specifically, this revision--

- o Provides for identification of recordkeeping requirements in prescribing directive.
- o Replaces machine readable records standards with standards for electronic and micrographic records.
- o Adds Privacy Act Systems Notices to applicable records.
- o Identifies the National Archives and Records Administration authority number for disposing of specific records.
- o Deletes appendixes C and D, Which cross-referenced the MARKS; and appendix E, Subject Index.
- o Authorizes local reproduction of DA Forms 543 and 1613. In addition, authorizes electroic generation of DA Forms 543 and 1613, and Standard Forms135 and 135A.

Effective 26 March 1993

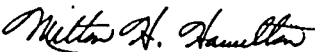
Information Management: Records Management

The Modern Army Recordkeeping System (MARKS)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This issue publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation governs the maintenance and disposition of information in the Army. It implements DOD Directive 5015-2.

Applicability. This regulation applies to the Active Army, Army National Guard, U.S. Army Reserve, Reserve Officers' Training

Corps instructor groups, contractors who create Army records, and DOD agencies for which the Department of the Army is the executive or operating agent. This regulation applies during partial and full mobilization.

Proponent and exceptions. The proponent of this regulation is the Director of Information Systems for Command, Control, Communications, and Computers. The Director has the authority to approve exceptions to this regulation which are consistent with controlling law and regulation. The Director may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklist for conducting internal control reviews. The revised checklist will be published in a DA Circular 11-series.

Supplementation. Supplementation, of this regulation and establishment of command and local forms are prohibited without prior approval from the POLICY DEVELOPMENT DIV, ATTN: SAIS-IDP, HQDA,

THE PENTAGON, WASHINGTON DC 20310-0107.

Interim changes. Interim changes are not official unless authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Director for Information Systems Command, Control, Communication, and Computers. Users are invited to send comments and suggested improvements on DA Form 2028(Recommended changes to Publications and Blank Forms) directly to Commander, U. S.Army Information Systems Command, ATTN: ASOP, Fort Huachuca, AZ85613-5000.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2396, intended for command levels, A, B, C, D, and E for Active Army, Army National Guard, and U.S. Army Reserve.

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*This regulation supersedes AR 25-400-2, 15 October 1986 and DA Pam 25-400-2, 1 January 1987. This regulation also rescinds DA Forms 1613-2, 1614, 1874, 4857-R, and 4857-1-R.

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Chapter 1 Introduction

1-1. Purpose

The purpose of Army recordkeeping is to properly manage information, from its creation through final disposition, according to Federal laws and Army recordkeeping requirements. This regulation—

a. Establishes the Modern Army Recordkeeping System (MARKS) as a portion of the Army Information Resources Management Program (AIRMP). (See AR 25-1.)

b. Furnishes the only legal authority for destroying nonpermanent Army information.

c. Provides life cycle management instructions for the systematic identification, maintenance, storage, retirement, and destruction of Army information recorded on any medium (paper, microforms, electronic, or any other).

d. Ensures that the commander and staff have the information needed to accomplish the mission; that they have it when and where they need it; that they have it in usable format; and that it is created, maintained, used, and disposed of at the least possible cost.

e. Preserves those records needed to protect the rights and interests of the Army and its members and former members, and those that are of permanent value. (See AR 25-55 and AR 340-21.)

f. Ensures records related to matters involved in administrative or legal proceedings will be retained until the staff judge advocate or legal adviser authorizes resumption of normal disposition.

g. Provides for the systematic removal of less active records from office space to low-cost storage space.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Director of Information System for Command, Control, Communications, and Computers (DISC4) is the functional proponent (FP) for the MARKS. The DISC4 will promulgate policy on recordkeeping practices within the Army and for joint, unified and specified commands for which the Army has been designated the Executive Agent.

b. Principal Headquarters, Department of the Army (HQDA) officials are the proponents for all recordkeeping requirements necessary to conduct business in their functional areas. They will—

(1) Ensure that their recordkeeping requirements are accurate, essential, and current and are contained in the publications that govern how the Army conducts business in their functional areas.

(2) Ensure that recordkeeping requirements for their functional areas are provided to the DISC4 in a timely manner.

c. The Director of the Army Staff will accomplish all the responsibilities assigned to the principal HQDA officials for the Office of the Chief of Staff of the Army.

d. The Commander, U.S. Army Information Systems Command (USAISC), will develop MARKS policy and procedures and maintain and administer the MARKS program for the DISC4.

e. Heads of HQDA agencies and commanders of major Army commands (MACOMs), installations, activities, and units will supervise and manage recordkeeping systems within their agencies and commands. In addition, those having elements in overseas areas will prepare written contingency plans that provide for the withdrawal or destruction of records in hostile or unstable areas.

1-5. Statutory authority

a. The Federal records Act of 1950, as amended, contains the statutory authority for the MARKS program. Government-wide responsibility for Federal recordkeeping is shared by the General Services Administration (GSA) and the National Archives and Records Administration (NARA). GSA portions of the Federal Records

Act of 1950 are implemented in the Federal Information Resources Management Regulations (FIRMR) located in 41 Code of Federal Regulations (CFR), Chapter 201; and NARA portions are implemented in 36 CFR, Chapter XII, subchapter B. These are, in turn, implemented by Army regulations.

b. Sections 3301-3314, title 44, United States Code (44 USC 3301-3314), establish the legal basis for the disposal of records of the U.S. Government. The U.S. Army Information Systems Command (USAISC), Fort Huachuca, AZ 85613-5000, develops retention and disposal authorizations that meet Army needs and obtains approval from the Archivist of the United States. Approval by the Archivist is legal authority for the retention and disposal of all Army records.

c. The maximum penalty for the willful and unlawful destruction, damage, removal, or alienation of Federal records is a \$2,000 fine, 3 years in prison, or both (18 USC 2071).

1-6. Application of MARKS

a. MARKS applies to—

(1) All unclassified Army records, including For Official Use Only (FOUO), regardless of media.

(2) All classified Army records through SECRET. Records that are TOP SECRET may be set up under MARKS or in any manner that will make accountability and control easier. Regardless of the arrangement used, however, the disposition instructions in this regulation will be applied to TOP SECRET records.

b. MARKS does not apply to—

(1) Record copies of international agreements covered under AR 550-51.

(2) Publications and blank forms stocked for filling requisitions.

(3) Reference materials and books in formally organized and officially designated libraries.

(4) Reproduction materials, such as stencils and multilith masters.

1-7. Principles of MARKS

a. Within the MARKS system, records are identified and filed under the number of the primary directive that prescribes those records be created, maintained, and used.

b. The file number is the key to MARKS. It identifies the records for filing and retrieval. MARKS numbers are made up by the prescribing directive number followed by an alpha suffix.

c. Within each record series there is a file number for "general correspondence." The general correspondence number is the applicable record series number, which is derived from the publication series number. These file numbers do not contain an alpha suffix, but are further divided between "ACTION" and "NONACTION" correspondence.

d. A distinction is made between retention periods in peacetime and during mobilization or the conduct of military operations, where this applies.

e. Privacy Act applicability is pinpointed where appropriate. (See AR 340-21.) NARA authority numbers that document the legal authority for the destruction of the records are provided. f. The "Office Administrative Housekeeping Files" deviate from this principle for convenience and accessibility. Housekeeping files are found in front of the 1 Administration series and are numbered 1a through 1oo. These are records that develop because an office exists, not why an office exists.

1-8. Unauthorized destruction, damage, or removal of records

In cases of accidental loss or destruction of records by fire or other cause—

a. Reconstruct as much of the lost or destroyed records as possible. A series can often be reconstructed from other copies of the information maintained in other elements of the Army.

b. Identify records that cannot be reconstructed on Standard Form (SF) 135 (Records Transmittal and Receipt) at the time that records of the same period are transferred to the records holding area

(RHA). At the time period for these records to be retired, RHA personnel will submit the SF 135 to the Federal Records Center.

1-9. State of war or threatened war

a. During a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, records in the custody of the Army outside the territorial limits of the continental United States may be destroyed if it is determined that—

(1) Their retention would be prejudicial to the interest of the United States.

(2) They occupy space urgently needed for military purposes and are without sufficient administrative, legal, research, or other value (44 USC 3311).

b. Within 6 months of the destruction, forward the following information to HQDA (SAIS-IDP), Washington DC20310-0107, for notification to NARA:

(1) Description of the records.

(2) When and where the disposal was accomplished.

Chapter 2 Identifying Recordkeeping Requirements

2-1. Prescribing directives

a. Proponents of prescribing directives will ensure that Army regulations and DA pamphlets identify recordkeeping requirements. Army regulations or DA pamphlets which require users to create and maintain records must list the MARKS file numbers under which users will keep the records. Proponents will identify the recordkeeping requirements these publications prescribe and include a list of applicable file numbers in the reference paragraph or in appendix A to the publication.

b. Proponents will review new and revised directives for recordkeeping requirements and use this regulation to identify the file numbers under which the records will be kept. The activity information manager (IM) will assist in this review. Proponents will send requests for new or revised file numbers to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000.

2-2. Unidentified (unscheduled) files

a. Unscheduled records are those records which do not have a disposition schedule approved by the NARA. The USAISC obtains NARA approval for disposing of records and publishing disposition instructions in appendix B of this regulation.

b. Records not identified or described in appendix B, will be brought to the attention of the IM who will assist in obtaining a valid file number. New file number requirements or changes to existing file numbers will be submitted to the proponent of the prescribing directive which created the need for the file number. Proponents will forward approved recommendations as specified in paragraph 2-1b.

c. Local IMs will establish a temporary file number based on the number of the prescribing directive and general format in appendix B. The disposition instructions will read, "Retain in CFA until disposition instructions are published in AR 25-400-2, MARKS."

2-3. Contractor records

Records management oversight of a contractor's records is necessary to ensure that all long-term recordkeeping needs are met according to appendix B.

a. Contractors performing congressionally mandated program functions must create and maintain records to document these programs. The contract must include requirements for the delivery of all pertinent documentation of contractor program execution.

b. Many other types of contracts involve the creation of background data that may have value to the Government. Whenever appropriate, agency officials should require the delivery of such background data in addition to a final product. The contractor will

assign the appropriate file identification and disposition instructions to all records delivered to the Government. For example—

(1) Contracts to produce statistical analyses will specify the delivery of background data that may have value to the contracting agency or to other agencies.

(2) Contracts to produce reports that represent Army policy will specify the delivery of background data needed to verify assertions or justify conclusions.

(3) Research contracts will specify the delivery of background data that have value to the contracting Army agency.

c. Background electronic data and records specified for delivery to the contracting Army Agency must be accompanied by sufficient technical documentation to permit the Army to use the data.

d. A deferred ordering and delivery data clause should be included in the contract to acquire any data and records that may have value to the Army but were not identified in advance.

Chapter 3 Electronic Recordkeeping

3-1. Overview

a. Army records, regardless of media, must follow the disposition instructions identified in appendix B of this regulation and comply with the security requirements of AR 380-19. All electronic information generated by, or contained in, an automated information system(AIS) must be considered. This includes information contained in Standard Army Management Information Systems (STAMIS), command or installation unique systems, and systems maintained in the office environment.

b. Information recorded on any medium capable of being read by a computer satisfies the definition of an electronic record.

c. The disposition of electronic records must be determined as early as possible in the life cycle of the system. The functional value and program needs of electronic records dictate the retention period. The MARKS disposition instructions will be defined during the need justification phase, milestone 0, and reviewed in the revalidation phase of each milestone in the life cycle management of the system. (See AR25-1.)

3-2. Judicial use of electronic records

a. Electronic records may be admitted as evidence in court proceedings if their authenticity, accuracy, and general trustworthiness are established. Unless system integrity is established by thoroughly documenting the system's operation and the controls imposed on it, the record may be refused as evidence.

b. To establish the trustworthiness of the official records, implement procedures that—

(1) Document that similar records generated and stored electronically are created by the same processes each time and have a standardized retrieval approach.

(2) Substantiate that security procedures prevent unauthorized addition, modification, or deletion of a record and ensure system protection.

(3) Identify the electronic media on which records are stored throughout their life cycle, the maximum time span that records remain on each storage medium, and the disposition according to the MARKS file number in this regulation.

c. Coordinate implementation procedures for electronic records with the local legal staff.

3-3. Planning new or enhanced AIS

a. *Records management requirements.* All new or enhanced AIS will include records management requirements when system planning is initiated and throughout subsequent milestones during the life cycle of the system.

b. *Evaluating potential systems.* At a minimum, Information Managers (IM) and FPs should evaluate potential systems to determine recordkeeping requirements. Questions designed to aid in this evaluation are at table 3-1.

c. *Data files.* Systems that produce, use, or store data files will comply with the requirements of this regulation. In addition, the appropriate disposition instructions for the data must be incorporated into the system's design.

d. *All other files.* Systems that maintain the official copy of documents on electronic media will, at a minimum:

(1) Provide a method for authorized users to retrieve documents, such as an indexing, key word, or text search system.

(2) Provide a level of security to ensure integrity of the documents.

(3) Provide a standard interchange format when necessary to permit the conversion or migration of electronic documents from one system to another.

(4) Provide for the disposition of the records during the creation of the record.

3-4. Documentation

Current documentation will be maintained on all AIS.

a. All electronic records must be accompanied by documentation sufficient to ensure that the information is accessible and usable. Minimum documentation consists of identification of the software programs and operating systems used to create the documents to the extent that the technical specifications, file arrangement, contents, coding and disposition requirements of the files can be determined. Programs and system documentation must be maintained for as long as the related information is retained.

b. Review documentation to determine if it—

(1) Adequately specifies all technical characteristics necessary for reading or processing the records.

(2) Identifies all inputs and outputs of the system.

(3) Provides an audit trail of changed or deleted information and the correct MARKS disposition of the informational content and use.

(4) Defines the contents of the files and records.

(5) Clearly states the purpose(s) and function(s) of the system.

c. The appropriate MARKS identification and disposition must be assigned to all electronic records at the time of creation.

d. Documentation for Army AIS that produce, use, or store data files will be maintained up-to-date in accordance with applicable technical bulletins and standards.

e. Minimum documentation of tapes being retired to a Federal Records Center (FRC) or NARA will include—

(1) A narrative description of the file(s).

(2) Physical file characteristics.

(3) Recording mode information, including the coding structure (code books), recording system information.

(4) A record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data (alphabetic, zoned decimal, packed decimal, or numeric).

3-5. Retention standards

As with any other media, the originator of the record does not determine when to destroy the record. The office of record must ensure the retention of the electronic records and their documentation for as long as the Army needs them. This means that the IM must—

a. Apply the disposition standard in accordance with appendix B of this regulation.

b. In addition to the procedures for unidentified files in chapter 2, the FPs for AIS must submit the following information to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000, to fulfill NARA requirements—

(1) *Name of the system.* Indicate the commonly used name and acronym of the system. For example, Standard Army Finance System (STANFINS), Army Civilian Personnel System (ACPERS), and Standard Army Intermediate Level Supply System (SAILS).

(2) *System control number.* System Identification Code or internal number assigned to the system for control purposes.

(3) *Functional area.* Show the business process and Information

Requirements Study (IRS) to which the system relates and cite any statutory requirement(s) or directive(s) that prescribe the mission or program.

(4) *Proponent.* Show the Army or command functional and system design proponent and their respective addresses, telephone numbers, and location of the program personnel who can provide additional information about the program and system supporting it.

(5) *Purpose.* Indicate the reasons for the system and the requirements met by it.

(6) *Data/information input and sources.* Describe the primary input sources and providers of the data/information to the system. Provide the names of all systems from which this information system receives input.

(7) *Major output.* Show the system's products and the frequency of their preparation. For example, reports, charts, graphic displays, or correspondence — prepared weekly, monthly, or annually. Recommend retention periods for each of these products in light of the overall system. If the information is transferred to other systems, indicate the additional file retention requirements.

(8) *Other.* Indicate the main subject matter, inclusive dates, the update cycles or conditions and rules for adding, changing, or deleting information.

c. The FP responsible for AIS and IMs at MACOM level will validate retention periods of the information generated by, or contained in, information systems in accordance with appendix B of this regulation.

3-6. Disposition of electronically stored information

a. The disposition schedule for electronic records will be the same as those for other types of records as found in appendix B.

b. To simplify handling and storage, electronic records will be assigned to the following categories based upon approved dispositions in this regulation—

(1) *T = Temporary.* Records maintained for 2 years or less.

(2) *S = Short.* Records maintained for more than 2 years but less than 10 years.

(3) *M = Medium.* Records maintained for more than 10 years but less than 30 years.

(4) *L = Long.* Records with disposition schedules of more than 30 years but less than permanent.

(5) *I = Indefinite.* Records with a disposition schedule based on the occurrence of a special action and/or event.

(6) *P = Permanent.* Records that the Archivist of the United States has deemed to have sufficient value to warrant their continued preservation by the NARA.

c. Records will be reviewed at least annually. Those with disposition code categories of—

(1) Temporary, short, medium, and long-term which are eligible for destruction will be purged. Other records will be transferred onto the most economical storage medium appropriate for the respective disposition schedule. These records may be retired to an installation information processing facility (IPF) or FRC, as appropriate, in accordance with the provisions of this regulation.

(2) Indefinite will be reviewed to determine if the special action or event that established a finite destruction date for the particular record has occurred. When the event happens, the usefulness of the record has ended and the record can be destroyed. If the event is part of a combination time-event disposition schedule and the event has occurred, the disposition will be changed to the temporary, short, medium, or long disposition code category as appropriate.

(3) Permanent will be retired to the appropriate FRC as soon as the record becomes inactive or when the organization can no longer provide proper care and handling of the medium to guarantee its preservation. Permanent electronic records being accessioned directly into the National Archives require prior coordination through HQ, USAISC, ATTN:ASOP, Fort Huachuca, AZ 85613-5000, to HQDA (SAIS-IDP), WASH, DC20310-0107 to avoid any technical transfer problems.

3-7. Unidentified (unscheduled) electronic records

a. Electronic records unidentified (unscheduled) in this regulation will be brought to attention of the FP for further processing.

b. The procedure for obtaining authorized disposition instructions of electronic records is similar to scheduling any other media, such as paper or microform.

3-8. IPF master files of data systems

Master files traditionally stored on magnetic media in an IPF. These files are relatively long-lived computer files containing an organized and consistent set of complete and accurate data. Systems may contain two or more master files which represent the system's various output products. Each of the master files or output products may require different processing and different dispositions.

a. Statements giving the retention requirements of master files are usually expressed in terms of numbers of versions, cycles, or other periods of time which may be based on the occurrence of an event. The FP must propose the length of time data files should be kept. This time period must be consistent with the considered functional value and administrative needs. The proposal will, at a minimum, address—

(1) The last master file, that is, upon termination of its use or termination of the information system.

(2) Superseded data by cycles or versions.

(3) Duplicate files kept for security backup or historical value. If the data proves to have historical value or greater research utility than similar information scheduled in appendix B, the FP will follow the procedures established in paragraph 3-4.

b. Master files are addressed by three different categories—

(1) *Current Master File (CMF)*. The CMF is the system's most recent version. Examples of CMF are shown below—

(a) System "A" retains student enrollment information and is updated on an annual cycle. Each year student information is updated by additions, deletions, or address changes. The 1990 CMF of this system lists currently enrolled students and current home address, and other related information. This CMF does not reflect students enrolled in 1989; nor does it reflect a student's prior home address which was changed during the 1990 update. Thus, the CMF does not accumulate all transactions.

(b) System "B" retains a continuous accounting of supply items purchased by an organization; it is updated on a monthly cycle. Each month the system is updated by additions only. The September 1990 CMF of this system lists items purchased during the September 1990 and also prior month transactions. Although this CMF is updated monthly, it may be considered as a "add-on" data base which accumulates all prior transactions.

(2) *Prior Master File (PMF)*. The PMF is the previous iteration of the CMF. Normally, the PMF may be deleted after information has been transferred to the master file and verified unless there is a legal, audit, or compelling operational purpose. The FP determines the number of cycles critical to the retention of the previous master file. The retention period of this file may become extremely critical when equivalent information does not exist elsewhere. Examples are shown below—

(a) The PMF of System "A" (1989 student enrollment information) is destroyed upon each update cycle and is not retained elsewhere. Thus, 1989 and prior year student enrollment information has been lost through update processing.

(b) The PMF of System "B" is also destroyed upon each update cycle. However, because this system accumulates all prior month's transactions by "adding on to the CMF," no information has been lost.

(3) *Security back up or historical file*. This file duplicates the CMF and/or the PMF for audit, legal, compelling operational purposes, or as support to reconstruct a master file in the event data has been lost or damaged.

3-9. Selection of electronic storage media

This section addresses official records stored electronically. It does

not cover records that are created electronically only as a means of producing hard copy documents.

a. Requests to store information on optical media other than the Write-Once-Read-Many must be forwarded through command channels to HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000 for approval.

b. Nonpermanent record material may be stored on optical media until their authorized disposal date. Unless there are legal, audit, or compelling operational restrictions, source documents of such temporary records may be destroyed after copying to optical disk. Media care procedures are addressed in paragraph 3-12.

c. Permanent records stored originally on optical disk must be converted to paper, microform, or magnetic tape prior to accessioning into NARA. Permanent source document records will not be destroyed after copying onto optical disk without prior approval from HQ, USAISC, ATTN: ASOP. Because of the hardware and software dependence of current optical disk systems and the absence of standards that ensure the portability of data from one system to another, NARA will not accept permanent records stored on optical disk.

d. Unless there are legal, audit, or compelling operational restrictions, permanent information may be stored on magnetic tape or disk. Permanent electronic records transferred to NARA or an FRC must comply with NARA requirements outlined in paragraph 3-13f.

e. Media and systems selected to store electronic records throughout their life cycle will meet the following requirements—

(1) Permit easy retrieval in a timely fashion.

(2) Distinguish between record and nonrecord material.

(3) Retain records in a usable format until their authorized disposition according to this regulation.

(4) Permit concurrent read-only multiple users.

(5) Allow permanent records to meet NARA requirements when they are retired to an FRC or NARA. Magnetic tape is the recommended electronic storage medium for permanent records.

f. Floppy disks will not be used for official records to be retained for longer than 2 years.

3-10. Records integration

a. Official electronic records may need to be integrated with those of other media. As far as possible, limit the use of media, for example, paper and floppy disks, for parts of the same record. Where similar records that would normally be grouped together, that is, case files, are on mixed media, provide for as much integration of the records as is possible or practical by converting all the records to a single media, either all paper or all electronic. Incoming paper records may be digitized by use of traditional optical character reader (OCR) if signature authentication is critical. Otherwise, they may be scanned using other appropriate scanners, for example, intelligent character recognition (ICR), raster, or bit-mapped. Merge scanned records with their related electronic records. If appropriate, electronic records may be printed on paper or converted to another medium.

b. When it is necessary to keep related records on different media, the records may be cross-referenced to the related stored records. Cross-referencing records on mixed media will provide easier retrieval of the entire record. Provide sufficient information for retrieval, such as: name of the record or file, security classification, file code, disposition grouping code to ensure correct disposition of the electronic record, type of media related record is on and its location, system and/or program name (including version number), name of the functional office, and office symbol. Ensure the File List identifies all electronic records and where they are located (see table 5-1).

3-11. Managing records stored on electronic media

a. Electronic records require the same levels of protection as any other media. Proper management provides for economic, efficient, and reliable maintenance, retrieval, preservation, storage, and scheduled disposition of the information. All personnel must comply with

the Army records retention schedule in this regulation when disposing or erasing media that stores the only copy or the official copy of the record.

b. Retrieval of information created and stored electronically relies heavily upon proper labels and indexing. Accurate and complete information is essential to ensure personnel can identify the contents of individual electronic media; retrieve information stored on them; and preserve the record from unintentional or illegal destruction.

(1) For external labels for floppy disks include the originating office symbol, title, disposition grouping code for the record, descriptive title of the contents, Privacy Act System Notice Number if appropriate, begin and end dates, classification, specific software and version used to create the information (for example, LOTUS 1-2-3, Release 2.01, Multimate Advantage II, version 1.0), and hardware on which it was produced (for example, 360k or 1.2m disk drive). The disposition instructions assigned to a diskette must reflect a disposition equal to that of the record stored with the longest retention period on the diskette. Include the disk density, type, and version of operating system and software used to create the information. If using the floppy disk as a working or reference copy of the official record that is stored elsewhere, indicate on the label that this is a reference copy only and the information can be erased when no longer needed. Before affixing the label to a disk, make sure it has sufficient information to identify the data, find it, and dispose of it.

(2) Specific guidance for external visual identification of magnetic tapes and similar media (for example, cassettes and cartridges) is prescribed in TB 18-107.

(3) Other external labels will be used, as required, on guide cards, containers for floppy disks, cassettes, tapes, or other physical media, as appropriate. Show the disposition grouping code on the label for the record copy.

(4) All electronic records require a unique name in order to retrieve the record. The design of each computer operating system determines how physical file names should be entered into that system. The common length for a file name is eight characters with extra characters for the extension. Some systems allow much longer file names, others do not use file name extensions, and still others are icon-based. Because of the variety of systems and software, activities should establish easily understandable and standardized file naming conventions, particularly where official records are in a multi-user environment.

(5) Whether an index is stored electronically or printed out, it should include, in sequential order, the abbreviated subject, the document identification, the addressee, the date finalized, and identification of the disk on which it is stored. An abstract of the document may be useful.

c. Army work processed on employee-owned computers is the property of the Army. The official copy of Army records will not be stored on personally-owned computers.

3-12. Media care and maintenance

a. Media care and maintenance is of paramount concern to ensure the long term preservation of electronic records. Because magnetic media is fragile, use extreme care to prevent the loss of information due to careless handling. Improper handling is the most common cause for magnetic media failure, either because of contamination or physical damage. Care and maintenance standards are as follows:

(1) Do not use floppy disks for official records to be retained for longer than 2 years. In addition to the manufacturer's instructions, the precautions below will be followed:

(a) Maintain a clean work environment. Contamination of the disk surface is a serious cause of loss of the record. Abrasive materials (such as dust, including paper dust), pencil eraser debris, and similar substances commonly cause contamination.

(b) Avoid finger contact with exposed media surfaces. Fingerprint oils and dirt can contaminate the media surface. Touching the exposed areas can erase or distort the record.

(c) Always return the diskette to its protective envelope after use. This prevents contamination and physical damage to the diskettes.

(2) Do not flex or fold diskettes. Avoid bending when loading and unloading the disks to or from the drive. Although the envelope may recover, the internal media may have permanent damage.

(3) Do not use rubber bands or paper clips on the diskette or its envelope. The rubber band may cause the disk to remain bent permanently after storage. The paper clip may emboss the media and cause permanent loss of the record. If manually labeling, always write on the external label before it is applied to the disk. If using the original label, use a soft, felt tipped pen with permanent ink. Ball point pens or pencils can emboss the surface and cause permanent surface defects and loss of the record.

(4) Never erase the external label. Erasures can be a source of contamination and the eraser particles could cause "head crashes." Use a felt tipped pen to cross out previous information. Remove and replace the label when it's full. Do not paste a new label over the old one. This can weight down one side of the disk in the drive. Do not cover the flexible disk holes with the new label.

(5) Keep magnets of any kind at least 1 foot away. Magnets will erase the records. These include, but are not limited to, magnetic watches, bar magnets found in offices and other work places, coat and picture hanger magnets, flashlight magnets, magnetized screwdrivers, telephones, and telephone wires.

(6) Store diskettes vertically in their jackets, preferably in a hard plastic container. Store at temperatures between 50 and 120 degrees Fahrenheit. Keep diskettes away from heat sources such as radiators, heaters, and window sills.

(7) Use only tabs supplied with the disks to cover the write-protect notch on the disk envelope. Do not use any tab material that leaves a sticky residue. Write-protect the record as required. Do this by attaching a tab at the notch of 5/4-inch diskettes and by moving the metal strip on 3 1/2-inch diskettes.

(8) Store the backup copy of a master diskette in an alternate location.

(9) When mailing or carrying diskettes in a briefcase, protect them from damage and temperature extremes by using special sturdy envelopes.

(10) Do not insert wet disks into the disk drive. Even when dried, the residue may cause damage by transferring foreign matter on to the drive heads which could damage future disks. Discard the damaged diskette and use the backup copy.

(11) On-line storage with hard disks — A good portion of the information resident on hard disks is in the form of software programs such as DOS, word processing, spreadsheets, or database. Because of the large volume of information on the hard disk, it is important to keep the software program and the records it creates separate. Hard disks require a certain amount of housekeeping, as well as management of the official records stored on the disk, which in this case is in the form of space management, indexing, and retention management.

(12) Hard disks in some microcomputers must be specially treated whenever the computer is moved (that is, a ship track must be done to allow the read/write head to rest safely on the disk). Also, disk failures may occur when the microcomputer receives a lot of vibration. Another area of concern is in reformatting the hard disk. Reformatting erases all data from a hard disk and prepares it for a new use. If a user mistakenly reformats the hard disk, everything on the hard disk is erased.

(13) When storing records on hard disk, always back them up on diskette, magnetic tape, an approved optical system, or removable hard disk each time the record is updated.

(14) Storage of records on a removable hard disk are subject to error or even deletion if anything having a magnetic force is placed near the hard disk. When processing or temporarily storing official electronic records on removable hard disks, provide external labels for them that contain the same information as diskettes. Use the more stringent or either the manufacturer's instructions or the procedures in TB 18-107 for immediate access storage (IAS) devices that will store the official record copies of electronic records. Immediate or direct access storage devices may include disks, removable hard disks, disk packs, drums, and diskettes.

b. Environmental requirements for storage and test areas for computer magnetic tapes containing official long-term, unidentified, and permanent records on magnetic tape are found in TB18-107. Storage and test areas for such tapes will, in addition to the requirements of TB 18-107, be kept according to National Institute of Standards and Technology (NIST) standards of a constant temperature of 62 to 68 degrees Fahrenheit; and a constant relative humidity of 35 to 45 percent.

c. Where official records on magnetic tape are maintained in office areas that do not conform to these temperatures and humidity standards, store the magnetic tapes at the correct temperature in a refrigerator or cooler.

d. The IMs will include these locations, as well as off-site storage areas, in their scheduled assistance visits.

e. Quality control of magnetic tapes that store records retained for 8 years or longer, unidentified (unscheduled) records, or records scheduled for permanent retention is essential.

(1) *Tape testing.* The IPF shall certify new magnetic computer tapes no more than 6 months prior to using them to store electronic records that are unidentified, long-term, or designated for permanent retention. This test should verify that the tape is free of permanent errors and complies with NIST or industry standards.

(2) *Rewinding.* Coordinate with the IPF to rewind, under controlled conditions, all tapes containing unidentified, long-term, or permanent electronic records every 3½ years.

(3) *Reading.* Read a 3 to 7 percent statistical sample of all reels of magnetic computer tape containing the official copy of these records to identify any loss of data and to discover and correct the causes of data loss. In tape libraries with 1800 or fewer reels, a 20 percent sample or a sample size of 50 reels, whichever is larger, should be read. In tape libraries with more than 1800 reels, a sample of 384 reels should be read. Tapes with ten or more errors should be replaced, and when possible, lost data shall be restored. All other tapes which might have been affected by the same cause (that is, poor quality tape, high usage, poor environment, improper handling), shall be read and corrected as appropriate. It may also be necessary to rewrite the information because of changing technology or aging of tapes.

(4) *Recopying.* Magnetic and optical media are not expected to retain data or information in a readable state any longer than 10 years. Information must be recopied onto tested and verified tapes before the end of the 10-year cycle.

3-13. Inventory of electronic records and information systems

To ensure systematic management of information as a resource, the Army must have accurate and comprehensive knowledge of scope, purposes and functions, uses, and legal, regulatory, or other external controls. Collecting, aggregating, and maintaining this information about electronic records and information systems constitutes an information systems inventory.

a. Army-wide or command unique systems will be reported in the Sustaining Base Software Application Inventory.

b. The IMs at all levels will use the Sustaining Base Software Applications Inventory as an aid in identifying information stored electronically for their command and provide records management oversight to ensure timely disposition.

c. The record copy of information stored electronically solely for use in a functional office will be identified on the office file list according to chapter 5.

3-14. Electronic records transfer and retirement

a. Information stored in or generated by information systems and electronic records stored in functional offices will be cutoff in accordance with the retention schedule in appendix B. Installation RHAs are not required to maintain temperature and humidity levels sufficient to meet NARA environmental standards. For that reason, magnetic and optical media will not be stored in Army RHAs. These records will be stored in an environmentally controlled area.

b. FRCs can provide proper environmental storage conditions for electronic media; however, they do not have specialized equipment to provide the maintenance needed to ensure the retention of data on magnetic tape.

c. Electronically stored information with a disposition of more than 2 years but less than permanent will be stored in the servicing IPF instead of the RHA for the length of time prescribed in appendix B. The IM retiring the records will oversee records labeling to ensure rapid retrieval to meet Freedom of Information and Privacy Act requests. Label identification must include—

(1) If applicable, the Privacy Act System of Records Notice Number from DA Pam 25-51 must be included.

(2) Name, title, and telephone number of the organization IM authorizing the retirement.

(3) Name and office symbol of the originating office.

(4) File title and applicable MARKS number.

(5) Month and year the records are to be deleted or erased.

d. When the organization can no longer provide proper care and handling of the tapes, they will be offered to NARA for direct accession. Permanent electronic records being accessioned directly into the National Archives require prior coordination through HQ, USAISC, ATTN: ASOP, with HQDA(SAIS-IDP) to avoid any technical transfer problems.

e. Documentation of tapes being accessioned directly into the National Archives must include as a minimum, a narrative description of the file(s), physical file characteristics, recording mode information, including the coding structure, recording system information, and a record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data (alphabetic, zoned decimal, packed decimal, or numeric). Label tapes externally with the name of the organization responsible for the data, file title(s), dates of creation and coverage, the recording density, type of internal labels, and so forth. 36 CFR part 1220 contains further details on required documentation.

f. Currently, permanent electronic records being accessioned directly into the National Archives will be on one-half inch, seven or nine track tape reels, written in American National Standard Code for Information Exchange (ASCII) or Extended Binary Coded Decimal Interchange Code (EBCDIC), with all extraneous control characters removed from the data (except record length indicators for variable length records, or marks designating a datum, word, field, block, or file) blocked no higher than 30,000 bytes per block, at 800, 1600, or 6250 blocks per inch (bpi), or the NARA standard in effect at the time of accessioning.

g. The organization IM must coordinate with the installation IPF for detailed packing, file conversion, and shipping instructions to ensure adequate precautions are met.

Table 3–1
Questions to aid the IM and FP in establishing recordkeeping requirements

Issue	Questions	Action
Purpose	Will the information support the mission of the FP? Are there multiple purposes and, if so, will there be varying retention requirements?	Identify the prescribing directive(s) the information will support. Relate the prescribing directive(s) to the MARKS number in appendix B.
Vital records	Is the information in the system a vital record?	Ensure the system has mobility, effectiveness, survivability, continuity of operations and ensure the system capacity during peace, mobilization, and war is identified and documented.
Inputs	What inputs are needed and how long should they be retained? Are they needed for legal or audit purposes?	Ensure that the description under the associated MARKS number includes this input material and that the retention period is consistent with stated legal, audit, or operational requirements of the AIS. Input records have particular audit value which must be determined by the FP. Generally, input records are categorized as feeder reports for versions, cycles, or other time or event dispositions.
On-line retention	How long does the information need to be kept on line? Are on-line retention requirements shown on the unit records or data sets?	Ensure that the proposed retention period is reasonable and consistent with the stated functional or administrative value of the AIS. The assigned retention should reflect a time or event disposition. On-line electronically stored information is directly accessible for immediate processing.
Off-line retention	If the function no longer needs the information on-line, does it need to be retained off-line? For how long?	Based on a defined time or event or combination of both, the record will become inactive and the disposition must state whether the information will be retained permanently or be deleted after a specific length of time.
System design integration	Can requirements for retention and disposition of information be integrated with systems design and operations; for example, with update procedures, regular backup operations, creation of history files, subset files, and public use data sets?	Ensure that this requirement is included in the database specification as part of the applications software capability.
Outputs	What will happen to all the information (reports, tables, charts, graphic displays, catalogs, or correspondence) generated by the system?	Ensure that the output products are identified in the appropriate MARKS number, if not, the IM will assist the FP, as required, in identifying this requirement to HQ USAISC, ATTN: ASOP.
Information integrity	Are multiple copies of the information needed? Do all media need to be maintained for the same length of time? What will happen to the different media, and when? How will the integrity and authority of the information be assured?	Ensure that the disposition under the appropriate MARKS number identifies and distinguishes the action and information locations and specifies a deletion, transfer, or retirement period consistent with the functional or administrative value of the record.
Privacy Act	Is the system subject to the provisions of the Privacy Act? Is the system subject to inter-agency sharing under the provisions of the DODD 5400.11–R?	If yes, ensure the appropriate MARKS number reflects a Privacy Act System notice number. If a notice number is not indicated, or, the information is not included in the system notice, the IM will assist the FP in developing or altering an existing system notice according to AR 340–21. If yes, the IM will initiate coordination with the Privacy Act official to ensure the sharing is included in the routine use of the system notice. If the sharing is not identified, the IM will assist the FP in developing an altered system notice.
Documentation	Who is responsible for maintaining up-to-date authoritative documentation of the system and the information in an emergency situation? Where will the documentation be maintained?	Types of required managerial and technical documentation are identified in AR 25–3. Responsibility for preparation of each document type is identified early in the project life cycle. Some document types are the responsibility of the development group; others, the user group; and still others are prepared jointly. While both groups may work together on some document types, one the groups should be identified as having primary responsibility. Documentation will be maintained with the AIS throughout its life cycle. Disposition will be the same as the AIS in appendix B. Managerial and technical documentation not identified in appendix B will be brought to the attention of the FP for further processing.
Long-term storage	Which media containing the record must be preserved for long-term operational needs or for archival purposes?	Some electronic records may be integrated with records of other media during their active stage. When the information becomes inactive or the project is terminated, conversion to a single media; for example, all paper or all electronic, may be feasible. See paragraph 3–11 for additional guidance.

Chapter 4 Micrographic Records

4-1. Record copy microforms

Micrographic systems should be designed so the microform serves as the record copy. Exceptions are permitted if this is not practical or cost effective.

a. Identifying the record copy.

(1) *Records created from hard-copy source documents.* The original (first generation) microform becomes the record copy and the hard-copy original may be destroyed. Do not retain duplicate record copies. Ensure that the microforms are adequate substitutes for the original records and serve the purpose for which the records were created or maintained. Copies must be complete and contain all information shown on the originals.

(2) *Records created without hard-copy source documents.* When microforms are created by computer output microfilm (COM) without hard-copy source documents, the original (first generation) microform becomes the record copy.

(3) *Reports media list (RML).* The RML includes STAMIS reports designated COM only. Their generation as dual media products is not authorized. Request for exceptions to this policy must be approved by the Program Manager, Computer Output Microform, ATTN:ASQB-IIS-P, Stop C-55, Fort Belvoir, VA 22060-5456.

b. When microforms are the record copy—

(1) Permanent information must be recorded on silver-halide microform that meets Federal Standard No. 125D. Other types of microform are not acceptable for permanent information. For records which do not have a permanent retention requirement, the original microform can be either dry silver or silver-halide, whichever is the more efficient and economical filming process.

(2) They must be an acceptable substitute for the original records and must meet prescribed archival quality standards. The Director of Information Management (DOIM) or local IM will ensure that film samples are tested locally or are forwarded to a central facility designated by the Army for testing.

(3) They must meet all legal requirements imposed on the records of the Federal Government and must adequately protect the rights and interests of both the Army and any soldiers, dependents, or employees that they affect. They must contain all of the recorded information shown on the original documents. Records made by photographic, photostatic, microfilm, microcard, or another process which accurately reproduces or forms a durable medium for reproducing the original are considered legal and may be admitted as evidence.

(4) Copies may be produced for daily use and reference purposes. Silver halide original and silver halide duplicate microforms serving as the record copy will not be used for reference purposes or as working copies.

4-2. Storage requirements

Permanent record microforms and record microforms with a retention period of 10 years or more must be stored under the following conditions—

a. Microforms stored in roll form will be wound on cores or reels made of noncorroding materials such as nonferrous metals or inert plastics. Other metals may be used if they are coated with a corrosion-resistant finish. Plastics and coated metals that may exude fumes during storage will not be used.

b. Storage containers for microforms will be made of inert materials such as metal or plastic. The containers will be closed to protect the microforms from environmental impurities and improper humidities. Containers will be arranged, identified, and indexed so that any record within the container can be found.

c. Microforms will not be stored in the same room with nonsilver gelatin films. Nonpermanent microform records can be safely stored under the same conditions as most paper records.

d. Depending on the type of microform being identified, a file

label will be placed on the container. Multiple microfiche documenting a single action would normally be put into a single microfiche envelope.

4-3. Inspections

a. *Permanent and unidentified (unscheduled) records.* Record custodians will inspect master films of permanent records when the records are 2 years old and every 2 years thereafter until they are transferred to an FRC or to the National Archives.

(1) Microforms cannot be accepted for deposit with the National Archives until the first inspection has been performed.

(2) Inspection will include determination of aging blemishes, rereading resolution targets, density remeasurement, and certification of environmental conditions in which microforms are maintained.

(3) Results of inspections will accompany records being transferred or retired, and will include—

(a) Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records).

(b) Date of inspection.

(c) Defects found and corrective action taken.

(d) Identification of deteriorating master microform that will be replaced with a silver duplicate. The duplicate film is then subject to the 2-year inspection requirement.

b. *Temporary records.* Inspection procedures described above are recommended.

4-4. Disposition of microforms and source information

a. *Permanent records.* One silver-halide microform set and one diazo or vesicular copy is either retired to the appropriate FRC for later offer to the National Archives or, in coordination with USAISC, ATTN: ASOP, offered directly to the National Archives. The disposition instructions for file numbers in this regulation give guidance in those cases where a direct offer to the National Archives is standard practice.

b. *Nonpermanent records.* Dispose of the microforms per the disposition instructions in the applicable file numbers in this regulation.

c. *Other microform copies.* Dispose of these microform copies when no longer needed for current operations or reference.

d. *Disposition of source information from which microforms are produced.*

(1) *Permanent records.* Instructions for destroying permanent source records converted to microform are found within applicable file numbers in this regulation. Permanent or unidentified(unscheduled) source documents may not be destroyed until approved by NARA. Coordinate further requests for recording mode information, including the coding structure, recording system information, and a record layout. The record layout should break down the file by fields. Each field will have a name, size, starting position, and a description of the form of the data(alphabetic, zoned decimal, packed decimal, or numeric). Label tapes externally with the name of the organization responsible for the data, file title(s), dates of creation and coverage, the recording density, type of internal labels, and so forth.

(2) *Nonpermanent records.* Dispose of nonpermanent source documents after verification that the microforms meet the appropriate quality standards.

e. *Indexes to record systems.* Dispose of indexes with the records to which they relate.

f. *Record copy microforms for transfer or retirement.* Because of their composition, record copy microforms require the following special care and protection when being transferred to an RHA or retired to an FRC—

(1) Do not mix one type of microform (silver halide, diazo, vesicular, or dry silver) with another type in the same box. Boxes used to retire the microforms must either be lined with an inert plastic material or must be of acid-free construction.

(2) Pack a partially filled box of record copy microforms with either an inert plastic material or acid-free paper. Do not mix record

copy microforms in the same box with paper records. Pack them separately.

(3) Specify on the SF 135 that records are on microform when transferring or retiring them. See chapter 9 for specific instructions for completing the SF 135 and shipping container specifications.

4-5. Technical assistance

The U.S. Army Information Systems Software Center, ATTN:A-SBI-IS, Fort Belvoir, VA 22069-5456 is the USAISC organization tasked to provide technical support and guidance for implementing new or improving existing document imagery projects.

Chapter 5 Filing Procedures

5-1. Maintaining information

Effective files maintenance and reference procedures are essential to document the Army's official business. This chapter contains procedures for maintaining Army information.

5-2. Inspecting records

Prior to filing, inspect the document to ensure all actions have been completed and eliminate unnecessary attached material, (such as used envelopes, routing slips which bear no essential information, and extra copies). Identify incomplete actions to ensure that they are followed up and that the file will not be prematurely cut off. If action is complete, but essential documentation is missing, try to obtain the missing documents. If unsuccessful, note the action taken to obtain the missing documents and file it with the incomplete action.

5-3. Assembling and fastening records

a. Remove all cover sheets (such as SF 703 (TOP SECRET Cover Sheet), SF 704 (SECRET Cover Sheet), and SF 705 (CONFIDENTIAL Cover Sheet)) before filing unless records are in suspense files or when cases are placed in file containers pending completion of the action.

b. Staple documents if possible. Other fasteners may be used when there are too many papers for stapling or physical characteristics prohibit stapling.

5-4. Marking the file number

As specified in AR 25-50, the action officer adds the MARKS file number when writing a document, or places the file number along the right-hand edge of documents not identified with a file number at the time of creation. When the physical characteristics of a document make it self-identifying for filing purposes, posting the file number to the document is unnecessary. Examples of documents not requiring the posting of a file number are reference copies of publications, mail control forms, and bills of lading.

5-5. Cross-references

a. DA Form 1613-R (Cross-Reference) is filed under one file number or subdivision to show the location of material filed elsewhere. DA Form 1613-R will be locally reproduced on 8 1/2-inch by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Additionally, DA Form 1613-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 1613-R-E and the date will be the same as the date of the current edition of the printed form.

b. Prepare cross-references only when essential to retrieving information. They may be used when—

(1) A document is related to more than one action.

(2) A classified document has a direct relationship to unclassified material. Do not place classified information on cross-reference forms filed in unclassified files.

(3) Documents with various dates relate functions to other sub-functions or actions.

(4) Documents have been changed from one file number or subdivision to another file number or subdivision.

c. File bulky material in storage equipment suited to its size. This material may be maintained in file number, serial number, or date order. Keep a cross-reference to the bulky material in the regular office files. The cross-reference must identify the bulky material and related documents, and show storage locations and file numbers. A copy of the cross-reference prepared for the regular file can be attached to the bulky material to serve this purpose.

5-6. Recordkeeping supplies

MARKS supports the conservation and use of all files supplies and equipment in accordance with AR 700-9. Supplies available from the Federal Supply Schedule or an administrative self-service support center will be used to maintain records.

5-7. Use of guides and folders

a. Use guides to divide files and to identify subdivisions to ease filing and retrieval.

b. Use folders to consolidate, retrieve, and protect the records.

c. Stamp the file folder with the classification per AR 380-5.

5-8. Maintenance of records for multiple organizations

Officials who perform duties for more than one organization will identify the records created in each capacity and maintain them separately. Examples of situations requiring separate recordkeeping are a division commander who is also an installation commander, a command safety officer who is also the installation safety officer, or the chief of a staff section who is also secretary of a committee.

5-9. Arrangement of files

The filing arrangements described below are authorized for subdividing records under a file number. They may also be used for TOP SECRET records.

a. *Date arrangement.* Arrange records chronologically in the folder.

b. *Simple number arrangement.* Arrange records in simple numerical sequence, such as unit designation or project number.

c. *Alphabetical arrangement.* Arrange records by subject and name.

(1) *Subject.* Use subject titles arranged alphabetically.

(2) *Name.* Arrange by the names of persons, places, or organizations. This is mainly used in personnel records. The following are examples of arrangements by name:

(a) *Personal names.* Filed by last name, first name and middle initial, for example, Smith, John R. This arrangement is subject to the Privacy Act and the file label will show the Privacy Act System of Records Notice number from DA Pam 25-51.

(b) *Organization names.* File first by general name (such as arsenal, battalion, or depot), then file by specific name, for example, ARSENAL, Watervliet; DEPOT, Red River; MILITARY OCEAN TERMINAL, Bayonne.

d. *Arrangement restrictions.* Records not covered by a Privacy Act system notice will not be arranged to permit retrieval by personal identifier. Records covered by system notices published in DA Pam 25-51 may be arranged for retrieval by personal identifier. DA Pam 25-51 contains system notices prepared according to the Privacy Act and published in the Federal Register.

5-10. Classified documents

File classified documents and unclassified documents in separate containers. There are two exceptions to this instruction. First, documents may be stored together when the record of an action consists of both classified and unclassified documents and reference purposes require that both be filed together. Second, classified and unclassified documents may be stored in the same security container when a small volume of classified material is on hand and it is advantageous to use otherwise empty space for unclassified material. However, the classified material will be separated from the

unclassified material by guide cards or by placement in separate drawers. See AR 380-5.

5-11. Maintenance of records in libraries

Record copies of publications or other documents are permanent records as described in appendix B and will not be maintained as a part of library collections or manuscript collections in libraries or museums. When extra copies are maintained, they will be distinctly marked "LIBRARY COPY" or "MUSEUM COPY."

5-12. Suspense files

Suspense files are used as reminders that an action is required by a given date. File numbers need not be used on file folders or containers in which suspense documents are kept. Some samples of suspense files are as follows:

a. A note to submit a report or to take some other action. The note would be destroyed after the report is submitted or the action is taken.

b. An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

5-13. Lists of file numbers

a. Office personnel prepare lists of file numbers for the convenience of files personnel and action officers. These lists are also used by the IMs to ensure the records identify and document the business of the office, and to identify permanent and long-term records for transfer or retirement. These lists will contain the MARKS file number, description, the Privacy Act systems notice from DA Pam 25-51, and media identification (paper, tape, electronic, microform). (See table 5-1.)

b. Office personnel will keep the lists current by making changes as file numbers are added or deleted. IMs will review each list or change and approve the implementation of those that accurately identify the records of the office concerned.

Table 5-1
Sample of a list of file numbers
Office or Unit: DPT, Training Division, Scheduling Branch

File media number	Title/brief description	Privacy Act System Notice	Media
1c	Office Inspection and Survey IG Inspection Reports		Paper
1f	Office Organization Files TDA, personnel, manpower, other related information.		Paper
1aa	Supervisory or Manager Employee Record Files SF-7B for civilian personnel assigned to the branch.	OPM GOVT-1	Paper
1jj	Reference Publications Copies of ARs, Pams, and so forth.		Microform
350-1d	Training Operations Files Information on planning and conducting general training.		Tape
385-10g	Target Practice Safety Files Firing safety measures, area involved, and so forth.		Optical disk

Chapter 6

Labeling Procedures

6-1. MARKS file numbers

The MARKS file numbers listed in appendix B of this regulation identify documents for filing, reference, and legal disposition authority. A file number corresponds to the number of the directive prescribing the creation and maintenance of that particular record. An alphabetical suffix is added to the file number to distinguish several records prescribed by a single directive. For example, records prescribed by AR 380-5, are identified by file numbers 380-5a, 380-5b, 380-5c, and so forth. The general correspondence number in each basic series is the only file number that does not contain an alphabetical suffix. These general correspondence numbers are identified only by the series number and documents are divided based on whether they are ACTION or NONACTION documents. Figure 6-1 illustrates the relationship between regulation numbers and file numbers for the administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, insuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety are placed in respective subject series.

6-2. Labeling

a. Label all folders and containers used to store official records.

b. Labels will include the file number, file title, Privacy Act system notice number (if applicable), and the disposition instructions. Include the year of accumulation when a file is cut off after a time period. Do not include the year on a file with an event disposition or on the "ACTIVE" folder of a time-event file. See chapter 7 for an explanation of these types of files.

c. Enter the file number and file title on the label as they appear in appendix B. For the title of a file label, any abbreviation that will be understood by the custodian of the file may be used. For the disposition instructions, use abbreviations listed in the glossary of this regulation. See figure 6-2 for sample labels.

d. If there are several folders under one number, only the label on the first folder of the series must show all of the required label information. Labels on the other folders under that same file number will show the file number, a brief identification of material in the folder, and (if applicable) the year of the file. A "dummy" folder (secured shut) or guide card with a label containing required label entries may also be used. Do not use a "dummy" folder or guide card with full label instructions when there is only one file folder for the file year.

e. When one or more file containers have records with the same file number, posting the file number and other information to each folder label or document is not required. The documents in files of this volume usually bear a distinctive identification (for example, the name on a personnel records jacket or financial data records folder, the number on a voucher, contract number, and so forth). In

these instances, only the label on the first folder of the series and the label on the first container must show the required label information. Remaining folders, drawers, or other containers need only be identified by the name, number, or other feature identifying the contents. If there are several folders under one file number, you may use a "dummy" folder or 4 guide card which contains the full label entries. Subsequent folder labels need only show the file number, contents of the individual folder, and, where appropriate, the year of accumulation. (See fig 6-3.)

f. When written exceptions to disposition instructions have been granted, include a reference to the document authorizing the exception on the folder label after the disposition instructions. A simple way to do this is to serially number all exceptions received and then

include the appropriate exception number in parentheses on the label. Another way to record the authority for exception is to enter a reference to the authorizing document after the disposition instructions. In either case, maintain a copy of the document authorizing the exception in the office under file no. 25-400-2d.

g. No disposition is shown on labels for containers with two or more record series because it varies among the several record series stored in the container. The label entry for containers with only one record series, and holding all of that record series is identical to the folder label. The label entries for containers with only part of one record series show which part of the records are stored within the container. In figure 6-4, the "(A thru L)" and "(M thru Z)" represent an alphabetical file arrangement. If files are identified numerically use numbers instead of letters.

THIS IS THE PUBLICATION SERIES NUMBER AND TITLE	385 SAFETY																
THESE ARE THE PRESCRIBING DIRECTIVES FOR THIS SERIES	Prescribing Directive AR 385-10 Army Safety Program AR 385-11 Ionizing Radiation Protection AR 385-16 Systems Safety Engineering and Management AR 385-40 Accident Reporting and Records AR 385-55 Prevention of Motor Vehicle AR 385-64 Ammunition and Explosives Safety Standards AR 385-70 Unmanned Free Balloons, Moored Balloons and Kites, Unmanned Rockets, and Derelict Friendly Airborne Objects AR 385-95 Army Aviation Accident Prevention DA Pam 385-95 Aircraft Accident Investigation and Reporting																
THESE ARE SOME FILE NUMBERS (RECORDS) THAT ARE PRESCRIBED BY 385 SERIES REGULATIONS	<table> <tr> <th data-bbox="690 1213 776 1241"><u>Number</u></th><th data-bbox="846 1213 932 1241"><u>Title</u></th></tr> <tr> <td data-bbox="690 1268 737 1295">385</td><td data-bbox="846 1268 1260 1325">General Safety Correspondence Files</td></tr> <tr> <td data-bbox="690 1329 792 1356">385-10a</td><td data-bbox="846 1329 1130 1356">Safety liaison files</td></tr> <tr> <td data-bbox="690 1360 792 1388">385-10b</td><td data-bbox="846 1360 1045 1388">Safety hazards</td></tr> <tr> <td data-bbox="690 1392 792 1419">385-11c</td><td data-bbox="846 1392 1045 1419">Radiation SOPs</td></tr> <tr> <td data-bbox="690 1423 792 1451">385-16a</td><td data-bbox="846 1423 1117 1451">System safety files</td></tr> <tr> <td data-bbox="690 1455 792 1482">385-40a</td><td data-bbox="846 1455 1130 1482">Accident experiences</td></tr> <tr> <td data-bbox="690 1486 792 1514">385-95a</td><td data-bbox="846 1486 1214 1514">Aviation safety statistics</td></tr> </table>	<u>Number</u>	<u>Title</u>	385	General Safety Correspondence Files	385-10a	Safety liaison files	385-10b	Safety hazards	385-11c	Radiation SOPs	385-16a	System safety files	385-40a	Accident experiences	385-95a	Aviation safety statistics
<u>Number</u>	<u>Title</u>																
385	General Safety Correspondence Files																
385-10a	Safety liaison files																
385-10b	Safety hazards																
385-11c	Radiation SOPs																
385-16a	System safety files																
385-40a	Accident experiences																
385-95a	Aviation safety statistics																

Figure 6-1. Relationship between file numbers and prescribing directives

File #	File Title	Year of Accumulation, where appropriate
25-1c	Information Management Plans (IMP) COFF 31 Dec 92, Trf RHA Jan 95, Ret WNRC Jan 96, Dest Jan 2003	(91)
Disposition Instructions		

Figure 6-2. Sample label showing the four elements of a file label

614-162a Mason, Jay R.	(91)
614-162a Grombach, Simon	(91)
614-162a Friend, Marion A.	(91)
614-162a Special Forces Volunteer Applications PA Sys AO640-10cTAPC INACTIVE COFF 31 Dec 91, Dest Jan 93	(91)
614-162a Westerman, Charles	
614-162a Howard, Leroy B.	
614-162a Eldridge, Stephen M.	
614-162a Special Forces Volunteer Applications PA Sys AO640-10cTAPC ACTIVE PIF after transfer or separation of the individual	
(taped shut)	

Figure 6-3. Sample label entries and use of "dummy" folder

10 thru 58-1b (90)	600-8-1j Line of Duty (90) Files COFF 31 Dec 90, Trf RHA Jan 93, Dest Jan 96		
Sample label entry for container with two or more record series.	Sample label entry for container with only one record series.		
600-8-1j Line of Duty (90) Files (A thru L) COFF 31 Dec 90, Trf RHA Jan 93, Dest Jan 96	600-8-1j Line of Duty (90) Files (M thru Z) COFF 31 Dec 90, Trf RHA Jan 93, Dest Jan 96		
Sample label entries for containers with only part of one record series.			
1jj Ref Pubs ARs 1-200 thru 340-21 Dest when supsd, obs, no longer needed for reference	1jj Ref Pubs ARs 350-1 thru 352-3	1jj Ref Pubs ARs 350-37 thru 385-40	1jj Ref Pubs ARs 385-55 thru 420-10
Sample label entries for binders containing reference publications			

Figure 6-4. Sample file container and binder label entries

Chapter 7 Applying Disposition Instructions

7-1. Disposition standards

a. For most records, the MARKS disposition gives only the generic retention period (that is, destroy after 2 years, destroy after 5 years, permanent, and so forth). In dispositions like these, use table 7-1 to determine and apply the exact cut off, transfer, retirement, and disposition dates.

b. For some records, the MARKS disposition also gives specific instructions for cut off, transfer, retirement, or establishment of inactive files, for example, "Permanent. Place in inactive folder (PIF) on completion of next inspection and cut off at the end of that year." In this example, the file remains among the currently used office files for however long it takes for the next inspection to occur. When the next inspection does occur, the file gains definite disposition instructions. At the end of the year in which the inspection occurred, the file is separated from the active files or "cut-off" and placed in a folder with the appropriate "permanent" disposition instructions on the label. This record will be transferred to the RHA and retired to the FRC after the proper periods of time. See paragraph 7-3c for more information on "time-event" dispositions.

7-2. Files cut off

Files with permanent retention or retention of a specific number of years are cut off at the end of the year in which action on the record has been completed. The retention period does not begin until the records have been cut off. Files with a continuing type of disposition, such as "Destroy when no longer needed for current operations," are not cut off. Review them annually, and remove and destroy individual records within such files when no longer needed.

7-3. Disposition instructions

There are three types of disposition instructions in MARKS based on "time," "event," and "time-event."

a. With a "time" disposition, a record is cut off at the end of the month for a 30-day disposition, at the end of the quarter for a 3 month disposition, semiannually for a 6-month disposition, or at the end of the year for a 1-year or more disposition, held for the specified period, and then destroyed. All such records which accumulate during the course of the year in which the files are developed are cut off at the end of the month, quarter, or year, and then the specified retention period begins. Examples of "time" dispositions and label entries are:

(1) *Destroy after 30 days.* Cut off at the end of the month, hold 1 month in the current files area, and then destroy. Label entry examples are as follows:

- (a) COFF 31 Jan 91, Dest Mar 91.
- (b) COFF 28 Feb 91, Dest Apr 91.
- (c) COFF 31 Mar 91, Dest May 91.
- (d) COFF 30 Apr 91, Dest Jun 91.
- (e) COFF 31 May 91, Dest Jul 91.
- (f) COFF 30 Jun 91, Dest Aug 91.
- (g) COFF 31 Jul 91, Dest Sep 91.
- (h) COFF 31 Aug 91, Dest Oct 91.
- (i) COFF 30 Sep 91, Dest Nov 91.
- (j) COFF 31 Oct 91, Dest Dec 91.
- (k) COFF 30 Nov 91, Dest Jan 92.
- (l) COFF 30 Dec 91, Dest Feb 92.

(2) *Destroy after 3 months.* Cut off at the end of the quarter, hold 3 months in the current files area, and then destroy. Label entry examples are as follows:

- (a) COFF 31 Mar 91, Dest Jul 91.
- (b) COFF 30 Jun 91, Dest Oct 91.
- (c) COFF 30 Sep 91, Dest Jan 92.
- (d) COFF 31 Dec 91, Dest Apr 92.

(3) *Destroy after 6 months.* Cut off semiannually as of 30 June and 31 December, hold 6 months in the current files area, and then destroy. Label entries would be "COFF 30 Jun 91, Dest Jan 92" or "COFF 31 Dec 91, Dest Jul 92."

(4) *Destroy after 1 year.* Cut off at the end of the calendar year (CY) or fiscal year (FY), hold 1 year in the current files area, and then destroy. Label entry would be "COFF 31 Dec 91, Dest Jan 93" for a calendar year or "COFF 30 Sep 91, Dest Oct 92" for a fiscal year.

b. With an "event" disposition, the records are destroyed upon or immediately after the specified event occurs. There is no waiting

period, as with the time disposition. As an example, consider the disposition instruction "Destroy after all corrections have been made and processed." When all corrections have been made and processed, remove the document from the file and destroy it. The disposition on the file label would read, "Dest when all corrections have been made and processed."

c. With a combination "time-event" disposition, a record is disposed of a certain period of time after an event takes place.

(1) This disposition requires the creation of two folders, ACTIVE and INACTIVE. The ACTIVE folder label does not show a year of accumulation, because it contains (in the example given above) all records of a case that has not yet been completed. It is in the "event" phase of the disposition, and it may be several years before the case is completed. Once a case is completed, the information is moved to the INACTIVE folder. This folder label does show a year of accumulation, because the information is now in the "time" phase of the disposition. The INACTIVE folder need not be created until the "event" phase of the disposition has occurred and the "time" phase is starting.

(2) The event is the trigger that causes the record to become inactive. It is then cut off at the end of that year, held for the specified time period, then disposed of. For example, with the disposition instruction "Destroy 2 years after close of case," the record will remain in an ACTIVE file until the case is closed. At that time, move it from the ACTIVE to the INACTIVE file. The entire INACTIVE file will be cut off at the end of the year, held for 2 years, then destroyed. The ACTIVE file label would read, "ACTIVE. PIF on close of case." The disposition on the inactive label will read, "INACTIVE. COFF 31 Dec 92, Dest Jan 95."

Table 7-1
Disposition standards

Rule	A If the file is accumulated by	B and the abbreviated disposition instructions are	C then the full disposition standard would be	D and disposition instructions on the file label would be (examples are calendar (CY) or fiscal year (FY), as applicable.)
1	Any element of the Army to which AR 25-400-2 applies	Destroy after 1 month	Cut off at the end of the month; hold 1 month in the current files area (CFA); then destroy	COFF 31 Jan 91, Dest Mar 91 COFF 28 Feb 91, Dest Apr 91 COFF 31 Mar 91, Dest May 91 COFF 31 Apr 91, Dest Jun 91
2		Destroy after 3 months	Cut off at the end of each quarter; hold 3 months in the CFA; then destroy	COFF 31 Mar 91, Dest Jul 91 COFF 30 Jun 91, Dest Oct 91 COFF 30 Sep 91, Dest Jan 92
3		Destroy after 6 months	Cut off twice a year, according to the CY or FY; hold 6 months in the CFA; then destroy	CY: COFF 30 Jun 91, Dest Jan 92 or COFF 31 Dec 91, Dest Jul 92 FY: COFF 31 Mar 91, Dest Oct 91 or COFF 30 Sep 91, Dest Apr 91
4		Destroy after 1 year	Cut off at the end of the CY or FY; hold for 1 year in the CFA; then destroy	CY: COFF 31 Dec 91, Dest Jan 93 FY: COFF 30 Sep 91, Dest Oct 92
5		Destroy after 2 years	Cut off at the end of the CY or FY; hold for 2 years in the CFA; then destroy	CY: COFF 31 Dec 91, Dest Jan 94 FY: COFF 30 Sep 91, Dest Oct 93
6		Destroy upon occurrence of a specific action or event	Destroy when superseded or obsolete. Destroy when no longer needed for current operations.	Destroy when superseded or obsolete. Destroy when no longer needed for current operations

Table 7-1
Disposition standards—Continued

Rule	A If the file is accumulated by	B and the abbreviated disposition instructions are	C then the full disposition standard would be	D and disposition instructions on the file label would be (examples are calendar (CY) or fiscal year (FY), as applicable.)
7		Destroy a certain time period after occurrence of a specific action or event	Destroy 2 years after transfer or separation of individual. Place in INACTIVE file on transfer or separation of individual; cut off INACTIVE file at end of year and hold 2 years in CFA; then destroy.	Example for a 2-year time-event file: ACTIVE: PIF after transfer or separation of individual INACTIVE: COFF 31 Dec 91, Dest Jan 94
8		Destroy after 3 or 4 years	Cut off at the end of the CY or FY; hold for 3 or 4 years in the CFA; then destroy.	Example for a 3-year file: CY: COFF 31 Dec 91, Dest Jan 95 FY: COFF 30 Sep 91, Dest Oct 94
9	HQDA Staff agencies and Army elements not serviced by an RHA	Destroy after 5 or more years (but not PERMANENT records)	Cut off at the end of the CY or FY; hold for 2 years in the CFA; retire to the servicing Federal Records Center (FRC), where the file will be held until the total retention period has expired, then destroy.	Example for a 5-year file: CY: COFF 31 Dec 91, Ret Washington National Records Center (WNRC) Jan 94 Dest Jan 97 FY: COFF 30 Sep 91, Ret WNRC Oct 93, Dest Oct 96
10		PERMANENT	Cut off at the end of the CY or FY; hold for 2 years in the CFA; and then retire to the servicing FRC.	CY: COFF 31 Dec 91, Ret WNRC Jan 94, PERM FY: COFF 30 SEP 91, RET WNRC OCT 93, PERM
11	Army elements serviced by an RHA	Destroy after 3, 4, 5, 6, or 7 years	Cut off at the end of the calendar or fiscal year; hold for 2 years in the CFA; then transfer to RHA; hold until total retention period expires; then destroy.	Example for a 5-year file: CY: COFF 31 Dec 91, Trf RHA Jan 94, Dest Jan 97 FY: COFF 30 Sep 91, Trf RHA Oct 92, Dest Oct 96
12		Destroy after more than 7 years (but not PERMANENT records)	Cut off at the end of the calendar or fiscal year; hold for 2 years in the CFA; then transfer to the RHA; hold for 1 year; then retire to the servicing FRC, where they will be destroyed when the retention period expires.	Example for a 10-year file: CY: COFF 31 Dec 91, Trf RHA Jan 94, Ret WNRC Jan 95, Dest Jan 2002 FY: COFF 30 Sep 91, Trf RHA Oct 93, Ret WNRC Oct 94, Dest Oct 2001
13		PERMANENT	Cut off at the end of the CY or FY; hold for 2 years in the CFA; then transfer to the records holding area; hold for 1 year; then retire to the servicing FRC.	CY: COFF 31 Dec 91, Trf RHA Jan 94, Ret WNRC Jan 95, PERM FY: COFF 30 Sep 91, Trf RHA Oct 93, Ret WNRC Oct 94, PERM

Notes:

¹ 1. For rules 1 through 7, apply appropriate standard in rules 8 through 13 if longer retention periods are specified.

Chapter 8 Reference Procedures

8-1. Records retrieval

The procedures in this section are designed to provide rapid and efficient files reference services. These procedures apply to RHAs or large file room operations, and may be adapted to organize records retrieval in any size office.

8-2. Submission of requests

Requests to charge out files may be in memorandum format or the

forms listed in paragraph 8-3 below. The following information is needed to locate and charge-out the material—

- Identification of material and file classification, if known.
- Name of writer (organization or individual).
- Date of the document (specific or approximate).
- Requester's name, organization, location, and telephone number.

8-3. Charge-out record

A charge-out record will be made and substituted for documents

removed from a file for reference purposes. Charge-out forms are as follows:

a. Use DA Form 543-R (Request for Records) for documents charged out when suspense control is required. Attach the original to the file material to serve as a routing form and cover sheet. Retain a copy in the files area in a followup or suspense file. Attach a copy of the completed DA Form 543-R to Optional Form (OF) 23 (Chargeout Record), OF 24 (Shelf File Chargeout Record), or OF 282 (Microfiche Chargeout Record) in the filing location from which the file material is removed. DA Form 543-R will be reproduced locally on 8½-inch by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Additionally, DA Form 543-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 543-R-E and the date will be the same as the date of the current edition of the printed form. The electronic data base may be maintained in lieu of hard copy for record purposes.

b. OF 23, OF 24, or OF 282 may be used for documents charged out when suspense control is not desired.

8-4. Charge-out suspense and followup

a. The charge-out system using DA Form 543-R involves a suspense and followup procedure to control loaned records. A uniform followup time (usually 5 to 10 days) for charged out material should be established. The suspense file will consist of a copy of each DA Form 543-R representing charged out documents. This suspense copy of the DA Form 543-R will be used to trace records that have been charged out from the file area.

Chapter 9 Records Transfer and Retirement

9-1. Sending records out of the CFA

a. Except in a few cases noted elsewhere in this regulation, the normal flow of records is from the office files, through the organizational and installation information management channels, to an RHA for a short period of storage, then ultimately to an FRC. Nonpermanent records are destroyed at specified dates in one of these locations according to their disposition instructions.

b. The SF 135 is the transmittal and tracking document for records sent out of the office files area. It is initially prepared by the office which created the records being transferred and accompanies the records until they are destroyed or become part of the National Archives. The RHA uses the SF 135 as a receiving document, as a receipt returned to the creating office, as an inventory tool showing where the records are located in the RHA, and to retire the records to an FRC. The originating office, information management officials, RHA manager, and higher headquarters in some cases, will retain copies of the SF 135 during the life cycle of the pertinent records in order to make retrieving them easier.

c. Files should be reviewed and purged of unnecessary documents before being sent out of the office CFA.

9-2. Classified records

This section outlines procedures for shipping classified records.

a. *Transfers.* Before transferring classified records, consult with your security manager and initiate the actions specified in AR 380-5, paragraph 3-402.

b. *TOP SECRET.* TOP SECRET records will not be retired to an FRC until downgraded to a lower classification, except those in overseas commands and those which are to be deposited with the Defense Investigative Service and in the U. S. Army Intelligence and Security Command (INSCOM) records center (see c below). When TOP SECRET records must be retired to an FRC, transmission and accountability will be in accordance with AR 380-5 and other applicable security management instructions.

c. *SECRET and CONFIDENTIAL.* Instructions for listing, receipting, and packing material with these classifications are the same as those for unclassified records except that unclassified titles will be used on the SF 135 to list the records, and additional receipts may be needed, such as DA Form 3964 (Classified Document Accountability Record). Wrapping and shipping material with these classifications will be in accordance with procedures described in AR 380-5, chapter 8, and later paragraphs of this regulation.

d. *Special Intelligence documents.* Special Intelligence documents, including TOP SECRET, will only be retired to the INSCOM records center. Transmission and accountability will be in accordance with AR 380-35.

e. *Restricted Data and Formerly Restricted Data.* Regardless of classification, Restricted Data and Formerly Restricted Data will not be intermingled with other information when being transferred to an RHA or retired to an FRC.

9-3. For Official Use Only (FOUO) records

Records with the FOUO protective marking will be packed as prescribed in this chapter for unclassified records.

9-4. Preparing records for transfer or retirement

a. The office which created the records being transferred is responsible for organizing, packing, receipting (using SF 135), and sending the records to the RHA. The creating office remains the legal custodian of the records even when they are retired to an FRC and will maintain documentation to enable it to retrieve the records. To demonstrate this point, if the creating office receives a Freedom of Information Act request for records which have been transferred or retired, that office is responsible for locating the records and retrieving them for review.

b. IMs will assist record creating offices in processing their records for transfer and ensuring that this is done correctly. They will consolidate records transfers from the different record creating offices in their organization and sign SF 135s as liaison officials (see para 9-9).

c. Installation IMs maintain RHAs, store records therein, retire records to the FRC, fill out the SF 135 to document their actions, and distribute the SF 135 properly.

d. Do not transfer or retire records that are subject to the Privacy Act unless they are covered by a system notice in DA Pam 25-51.

(1) This regulation identifies the Privacy Act system notice number applicable to file numbers for records requiring protection. Cite the Privacy Act system notice number on SF 135s, files lists, and file labels.

(2) If the Privacy Act system notice number associated with a MARKS file number is incorrect, or newly created recordkeeping requirements lack Privacy Act protection, promptly notify HQ, USAISC, ATTN: ASOP, Fort Huachuca, AZ 85613-5000 through information management channels. That office will arrange for preparation of an applicable system notice or give special maintenance and disposition instructions.

e. Do not transfer records on persons or organizations not affiliated with the Department of Defense. Handle any such records per the instructions in AR 380-13.

9-5. Preparing SF 135 and SF 135-A

SF 135 (Records Transmittal and Receipt) and SF 135-A (Records Transmittal and Receipt (Continuation)) will describe records in enough detail to permit quick retrieval of specific documents. See figures 9-1, 9-2, and 9-3 for examples.

a. Prepare a separate SF 135 for each records shipment. Use SF 135-A as a continuation sheet. SF 135 and SF 135-A may be electronically generated without exception approval by the General Services Administration, provided the electronic form matches, as closely as possible, the official printed edition of the form, including all data elements, instructions, and identifying information. The form number will not be altered to show -R or -E. The date of the form will be the same as the current edition of the printed form.

b. Make an original and one copy of each form when transferring records to an RHA or an Overseas Command Records Holding

Area(OCRHA). If the shipment contains records of a discontinued unit, include an additional copy which will be sent to the IM of the next higher headquarters(see paragraph 9-11b).

c. Specify on the SF 135 that records are on microform or other machine readable media when transferring or retiring them.

d. The IM or RHA manager should prepare new SF135s if, for example, nonpermanent records have been removed from boxes and replaced with permanent records to consolidate records for retirement.

e. Entries on SF 135 follow:

(1) *Item 1.* If transferring records to an RHA or an Army records center, cross out "Federal Archives and Records Center, General Services Administration" and enter the appropriate address. If retiring records to the FRC (normally from an RHA), enter the address of the FRC.

(2) *Item 2.* Enter name and title of the record creator or head of the organizational element transferring the records. That person will place his or her signature in this block and enter the current date.

(3) *Item 3.* Enter name and telephone number of the custodian of the records.

(4) *Item 4.* Completed by the RHA or FRC.

(5) *Item 5.* Enter name and address of organizational element transferring the records.

(6) *Items 6(a), 6(b), and 6(c).* These items are normally completed by the RHA or FRC. However, HQDA agencies in the National Capital Region retiring records to WNRC may also complete these items. Enter the accession number obtained in advance from the appropriate records official. The ODISC4 will allocate blocks of accession numbers to Army staff agencies assigned Records Group 319. Agency heads that have been assigned a Record Group number by the NARA other than 319 (such as 77, 112,153, 168, 203, 335, and 410) may assign accession numbers for their agencies without contacting ODISC4. When retiring records to centers other than WNRC, HQDA agencies will not complete items 6(a), 6(b), and 6(c).

(7) *Item 6(d).* Enter number of boxes in the shipment.

(8) *Item 6(e).* Enter the number of each records box in relation to the number of boxes in the record shipment(for example, 1 of 3, 2 of 3, 3 of 3).

(9) *Item 6(f).*

(a) If the records are subject to the Privacy Act, the first entry will show the Privacy Act System of Records Notice number from DA Pam 25-51.

(b) Enter the name and location of the organization that created the records, for example: 4th Infantry Division, Fort Carson, CO, or U.S. Army Military District of Washington, Washington, DC, or Office of the Chief of Engineers, Washington, DC. The name of the organization may differ from that in item 5.

(c) Enter any background or historical information necessary to identify the organization that created the records, or to describe significant events documented by the records such as activation, names and locations of next higher headquarters, inclusive dates of command jurisdiction, transfer of functions, dual operating functions, redesignation, discontinuance, and inactivation. When records from multiple organizations are listed on the same SF 135, enter the historical data after the name and location of the organization.

(d) Enter the complete title of the organizational element that created the records; for example, "Training Division, Directorate of Plans and Training, or Personnel Administration Center, 2nd Battalion."

(e) Enter any special classification, such as "Restricted Data" and "Formerly Restricted Data" not listed in the restriction codes on the back of the SF 135.

(f) Enter the file title and year the records were created. The title will be the same as that shown in this regulation and may include subtitles or other specific identification. If the files are contained in more than one box, show the contents of each box.

(10) *Item 6(g).* Enter the proper code to show any restriction on use of the records. The restrictions are listed and explained on the

reverse side of SF 135. Specify any other special restrictions in item 6(f).

(11) *Item 6(h).* Enter the MARKS file number for the records opposite the file title. If, due to revision of this regulation, the MARKS file number changes between the time the records are transferred to the RHA and retired to the FRC, the RHA manager should update the SF 135 before retiring the records. Cross out the old number, enter the new number, and inform the originating office of the change with its copy of the SF 135 (see para 9-13b(2)). File labels should also be updated in the same way.

(12) *Item 6(i).* Enter the month and year in which the records may be destroyed (such as, Jan 98, Oct 98, or 1/98,10/98). If the records are permanent, enter PERM.

(13) *Item 6(j), 6(k), 6(l), and 6(m).* These items are completed by the RHA or FRC. The RHA will mark box locations here. When retiring records to an FRC, the RHA manager will normally prepare a new SF 135, and the FRC will mark its box locations here.

9-6. Special instructions for classified records

Do not disclose classified information on SF 135 or SF 135-A, use unclassified titles. Within the Army other receipts may be necessary. Consult with your security manager for specific information.

9-7. Distributing completed SFs 135 and 135-A when transferring records

a. Under circumstances other than discontinuance of an organization—

(1) For records transferred to RHAs—

(a) The originating office places an original and one copy in the first box of a records shipment sent to the RHA, and keeps one copy for its files.

(b) The RHA maintains one copy and returns one copy to the originator, with location information entered, as acknowledgment of receipt. The originating office keeps this copy and disposes of the former version.

(2) For records transferred to OCRHA—

(a) Originating office sends original SF 135 and one copy to the OCRHA 1 week prior to shipment as advance notice.

(b) Originating office puts one copy in the first box of the shipment, and keeps one copy for file. The OCRHA fills out location information and returns a copy of the SF 135 to the originating office as acknowledgment of receipt.

b. On discontinuance of an organization, distribute copies as above and send one additional copy to the IM of the creating organization's next higher headquarters. Discontinued organizations reporting directly to HQDA will send the copy to USAISC-P(ASQNS-OP-F), Crystal Square 2, Suite 201, 1725 Jefferson Davis Highway, Arlington, VA 22202.

9-8. Distributing completed SFs 135 and 135-A when retiring records

a. Offices which create records will keep them in their area until they receive approval from their RHA to transfer them. The SF 135 and 135-A should be routed through organizational information management channels to the installation IM who operates the RHA. In turn, the RHA is normally the point from which records are retired to an FRC.

b. The RHA will obtain prior approval to retire records by sending an original SF 135 and two copies to the FRC in time to arrive approximately 4 weeks prior to desired date of shipment of the records. The RHA retiring the files will retain one copy. The FRC annotates the forms with an accession number, box locations, and a signature and returns two copies to the RHA, giving approval for retirement of the records.

(1) When the approved SF 135 is received from the FRC, continental United States (CONUS) activities have 90 days and overseas activities have 120 days to retire the records before the FRCs approval expires. If an approved SF 135 is not received within 30 working days, contact the FRC to resolve the problem.

(2) With a few exceptions, records accessioned into an FRC remain Army property and the originator of the records must know

their location. The FRC will provide a copy of the SF 135 showing the accession number to the office which created the records. If the office of origin no longer exists, the copy is sent to the next higher headquarters IM.

c. Records may be shipped in one or more boxes. If more than one box is used, put the SFs 135 in the first box of the shipment.

d. The RHA will send one copy of each approved SF135 listing records retired to an FRC to USAISC-P(ASQNS-OP-F) Crystal Square 2, Suite 201, 1725 Jefferson Davis Highway, Arlington, VA 22202. It will be included in the world-wide locator of Army records holdings.

e. When records of a discontinued unit are listed, send one copy of the SF 135 completed by the RHA or FRC to the IM of the discontinued organization's next higher headquarters.

9-9. Supplemental data when organizational status has changed

Attach to the original SF 135 and 135-A a description or chart of the new organizational status, relationships to higher headquarters, and a list of all files sent to another organization in a transfer of functions or retired directly to an FRC, when applicable.

9-10. Receipts for SECRET documents

Commanders or organization heads will decide if SECRET documents being retired must be identified individually on the SF 135. The FRC will sign the SF 135 but will not sign other types of classified document receipts. DA Form 3964 may be used in addition to the SF 135 when transferring records between Army organizations.

9-11. Transferring records to other organizations

The procedures for packing records and preparing and distributing records transmittal lists when transferring records to organizations other than RHAs or FRCs are the same as those described above.

9-12. Shipping procedures

a. *Special instructions for classified files.* The shipment of unrelated unclassified material in classified shipments is prohibited.

(1) Place classified records in two packages of about equal size, one securely wrapped box or package inside the other. Do not indicate the classified nature of the contents on the outside box or package.

(2) Ship files classified SECRET or CONFIDENTIAL in accordance with instructions given in AR 380-5, chapter 8.

(3) Files containing cryptographic documents and messages will be shipped using the Defense Courier Service.

b. *Marking instructions.* Mark each records shipping box with the sender's destination address, accession number if applicable, and box number if shipping more than one. Show the box's contents on the SF 135 rather than on the box itself.

(1) *Box number.* Mark the upper right corner of each box of records being shipped to the RHA or FRC with a number. The number will relate to the box number shown in Item 6(e) of the SF 135 (for example, 1 of 2, 2 of 2).

(2) *Accession number.* A separate accession number is assigned by the FRC for each series of records listed on the SF 135. The RHA will place the accession number, as well as the box number, on each box being shipped to the FRC. The accession number goes on the upper left-hand corner of the front of the box.

c. *Stenciling or labeling boxes for mail or freight shipments.*

(1) *Freight shipments.*

(a) Each box will be stenciled or labeled clearly with an address label showing name and address of the receiving FRC, gross weight, outside cubic measurement of container, and the number of the box if there are more than one in the shipment.

(b) When stenciling is used on a fiberboard box, stencil the information given in (a) above over the top flap of the box.

(c) When a shipping label is used on a fiberboard box, put the information given in (a) above on the label and attach it firmly to the top of the box.

(2) *Mail shipments.* Label each box with a standard mailing label showing the address of the appropriate FRC when using the U.S. Postal Service. Ensure that special instructions for mailing classified information contained in AR 380-5, such as using registered mail for SECRET information, are followed.

9-13. Shipping containers

a. Ship records by the most economical means, but ensure that multiple box shipments are not separated. For this reason, shipping records by rail or motor freight using Government Bills of Lading (GBL) within CONUS is preferred for unclassified information.

b. Use the standard records shipping boxes available from GSA to transfer records to the RHA and to retire records to FRCs. For shipping paper records and roll microfilm, use box National Stock Number (NSN) 8115-00-117-8249 with the dimensions 14¾ inches by 12 inches by 9½ inches. For shipping magnetic tape, use box NSN 8115-00-290-3379 with the dimensions 15 inches by 12 inches by 10 inches.

c. The GSA Supply Services Catalog includes containers for odd-size records such as maps and x-rays. Use the container which best protects the records being shipped.

d. Pack records shipped to FRCs from an outside continental United States (OCONUS) location in triple-wall (TRIWALL) type containers. The TRIWALL type container selected should have a capacity of no less than 10 boxes. Do not use container express (CONEX) containers.

e. Boxes used to retire microforms must either be lined with an inert plastic material or must be of acid free construction, or the film must be placed in an acid free container. Do not mix record copy microforms in the same box with paper records. Pack them separately. Microfiche boxes should be 14¾ inches by 6½ inches by 4½ or 5 inches.

9-14. Sealing

Seal or band record shipping containers with any tape or strap that will adequately protect the contents and meets the carrier's requirements.

9-15. Organizing records for shipment

a. Separate the records to be transferred into the following groups—

(1) Classified permanent records.

(2) Classified nonpermanent records.

(3) Unclassified permanent records.

(4) Unclassified nonpermanent records.

(5) Restricted Data and Formerly Restricted Data.

b. The IM of an organization transferring records should consolidate them into a single annual shipment, if possible. Arrange the records into boxes by the criteria above, and creating office and MARKS number.

c. Pack classified records separately from unclassified records. Pack microform records separately from paper records. Under each of these groups, pack permanent records first, in MARKS number sequence, followed by nonpermanent records, also in MARKS number sequence.

9-16. Packing records for shipment

a. Pack letter-size paper records in boxes so that the file folders are parallel with the end of the box. If a small number of legal-size documents are filed with the letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing. Pack legal-size paper records in the boxes so that the file folders are parallel with the longer side of the box. Fill the boxes, but do not pack boxes so tightly that records cannot be easily removed and replaced in the containers.

b. Before transferring boxes to the RHA, enter the box number and total number of boxes in the shipment on the end of each box in the upper right corner.

c. Do not ship a partially filled box except as the last box of a multiple box shipment. Pack crumpled paper in the unused space so

that the contents do not shift in the box during shipment. If too few

records to fill a box are being transferred, the information management official should contact the RHA manager for guidance. The RHA manager may be able to consolidate small record transfers into full boxes.

RECORDS TRANSMITTAL AND RECEIPT				Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.				PAGE 1	OF PAGES	
1. TO				5. FROM (Enter the name and complete mailing address of the office retaining the records. The signed receipt of this form will be sent to this address)						
Federal Records Center WASHINGTON, DC 20409				DOIM ATTN: (OFFICE SYMBOL) USAAARMC STREET ADDRESS (IF ANY) FT KNOX, KY 40121-5000						
2. AGENCY TRANSFER AUTHORIZATION		TRANSFERRING AGENCY OFFICIAL (Signature and title) CHIEF, DCSIM or DOIM		DATE						
3. AGENCY CONTACT		TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.) Name of IMO or an appointed representative. Office & Telephone Number (Com'l & DSN).		DATE						
4. RECORDS CENTER RECEIPT		RECORDS RECEIVED BY (Signature and title)		DATE						
RECORDS DATA										
ACCESSION NUMBER		VOLUME (vol. #)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	REGISTRATION (g)	DISPOSAL AUTHORITY (Schedule and item number) (h)	DISPOSAL DATE (i)	COMPLETED BY RECORDS CENTER		
RG (a)	FY (b)							NUMBER (c)	LOCATION (j)	SHELF (k)
		3	1/3 2/3 3/3	These records are an addition to a records system previously retired to the records center; and the information previously submitted by Headquarters, Department of the Army is still applicable. U.S. Army Armor Center and Fort Knox, Fort Knox, KY 40121-5000 Staff Judge Advocate Article 139 Claims. Filed alphabetically. 1990 A thru G H thru M N thru Z	N	27-20n	I/2001			

Figure 9-1. Sample SF 135 for a single series records retirement to a FRC. These are nonpermanent records.

RECORDS TRANSMITTAL AND RECEIPT				Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.	PAGE 1	OF 2 PAGES			
1. TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150) RECORDS HOLDING AREA ATTN: (OFFICE SYMBOL) STREET ADDRESS (IF ANY) FT HUACHUCA, AZ 85613-0000 TRANSFERRING AGENCY OFFICIAL (Signature and title) Joanne Miller Chief, Civilian Pay Section				5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address) DIRECTORATE OF LOGISTICS ATTN: ASH-DOL U.S. ARMY GARRISON STREET ADDRESS (IF ANY) FT HUACHUCA, AZ 85613-6000					
2. AGENCY TRANSFER AUTHORIZATION TRANSFERRING AGENCY OFFICIAL (Name, office and telephone No.) Marion L. Bobb, Support Services Office, (602) 538-5216, 879-5216				DATE					
3. AGENCY CONTACT RECORDS RECEIVED BY (Signature and title)				DATE					
4. RECORDS CENTER RECEIPT				DATE					
RECORDS DATA									
ACCESSION NUMBER		AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER LOCATION	SHELF PLAN (A) (I) (M)	AUTO DISP.
RG (a)	FY (b)	VOLUME (cu. ft.) (c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
		9	These records are an addition to a records system previously retired to the records center; and the information previously submitted by Headquarters, Department of the Army is still applicable. U.S. Army Garrison, Resource Management Directorate, Finance and Accounting Division, Fort Huachuca, AZ Civilian Pay Section	N	AR 25-37-105q	Oct 95			
		1/9 2/9	Payroll Substantiating Document Folders (FY 90) Filed alphabetically. A thru C D thru F						

Figure 9-3. Sample SF 135 for a single series records transfer to a RHA, with continuation sheet

RECORDS TRANSMITTAL AND RECEIPT (Continuation)				This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.		TRANSFERRING AGENCY'S NAME		DATE	PAGE 2 OF 2	PAGES
ACCESSION NUMBER		VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	LOCATION	COMPLETED BY	RECORDS CENTER
RG (a)	FY (b)	NUMBER (c)	(d)	(f)	(g)	(h)	(i)	(j)	(k)	(l) (m)
			3/9	G thru I	N	37-105g	Oct 95			
			4/9	J thru L						
			5/9	M thru O						
			6/9	P thru R						
			7/9	S thru U						
			8/9	V thru X						
			9/9	Y thru Z						

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STANDARD FORM 135-A (Rev. 7-85)
Prescribed by NARA
36 CFR 1228.152

Figure 9-3. Sample SF 135 for a single series records transfer to a RHA, with continuation sheet—continued

Chapter 10 Records Holding Areas and Federal Records Centers

10-1. Records holding areas

This chapter contains procedures for the approval, establishment, operation, and discontinuance of RHAs, identifies designated Army RHAs and FRCs, and identifies OCRHAs.

10-2. Reason to establish records holding areas

a. RHAs are established, when justified by volume, to maintain inactive records pending their destruction or transfer into the FRC system. An RHA uses less expensive space and equipment than a CFA to store records. Normally, records are not held in an RHA for more than 5 years. The installation IM ensures that long-term records (more than 5 years old) are sent to the appropriate FRC or other disposition center as specified in appendix B.

b. OCRHAs serve the same purpose as RHAs, however, they also consolidate and ship to CONUS records with long-term value.

10-3. Establishment of records holding areas

Space for RHA use will be limited to the minimum required for records holdings. The space selected must at least be weatherproof, free of rodents and insects, and have adequate light, ventilation, and heating. It also should be of fire resistant construction. The minimum acceptable files-to-space ratio is 2 linear feet of files to each square foot of floor space. A ratio of 3 or more linear feet of files to each square foot of floor space is possible under the best conditions. Steel shelving of the type manufactured by the Federal Prisons Industries, Incorporated (NSN7125-00-550-6015, Open Type "E," Class III, Metal Storage and Display Shelving) should be used.

a. *Offices of HQDA.* RHAs may be established within offices of HQDA where space is available and such an operation is cost effective.

b. *Installations and off-post activities.* One RHA will serve all activities located within the same geographical area. An installation or off-post activity will establish an RHA when—

- (1) It is not serviced by an existing RHA; and
- (2) It generates 100 or more linear feet of records annually with a retention period of 3 years or more.

c. *Overseas commands.* An OCRHA will be established in each major OCONUS command. The commander of each major OCONUS command will notify HQ, USAISC, ATTN: ASOP, Fort

Huachuca, AZ85613-5000, of the activation, change, or discontinuance, and the new address of any OCRHA within his or her command jurisdiction. See table 10-1 for a listing of the current OCRHAs and addresses.

10-4. Operation of records holding areas

a. RHA operators will ensure that eligible records are retired or destroyed at the proper time and that access for reference to stored records is available.

b. They will ensure that records removed from the RHA for reference or other actions are returned within a reasonable time frame. Use DA Form 543-R in a charge-out suspense system for this purpose.

c. They will establish a locator and disposition file. This file has copies of SF 135 prepared by offices placing records in the RHA or when records are retired to FRCs. This file makes it easier to locate records in the RHA and to retrieve records from FRCs.

10-5. Discontinuance of records holding areas

When the records storage requirements of organizations being serviced by an RHA drop below 100 linear feet annually, the RHA should be discontinued. Exceptions are permitted if this is not practical or cost effective. Records that cannot be destroyed upon discontinuance of the RHA will be retired to the appropriate FRC, if eligible. Otherwise, they will be returned to the office that placed them in the RHA.

10-6. Army records centers

There are three Army records centers for intelligence and criminal investigative records. These centers are listed in table 10-1.

10-7. Federal Records Centers

The National and Federal Records Centers listed in table 10-1 have been established in CONUS to receive and maintain records with long-term or permanent value, pending their ultimate destruction or accession into the National Archives. These centers furnish reference service for the records that they maintain.

a. Use OF 11 (Reference Request-Federal Records Centers) to secure the loan of, or gain access to, agency records that have been retired into the FRC system.

b. Use SF 127 (Request for Official Personnel Folder-Separated Employee) to request the return of retired Official Personnel Folders (Civilian) from the National Personnel Records Center.

c. Use SF 180 (Request Pertaining to Military Records) to request the return of retired Official Personnel Folders (Military) from the National Personnel Records Center.

Table 10-1
Records Centers and Major Records Storage Areas

Center	Records
National records centers and Federal records centers administered by the National Archives and Records Administration	
Washington National Records Center WASH DC 20409 When retiring records by common carrier, use the following address: 4205 Suitland Road Suitland, MD 20746	Eligible organizational records from all Army elements except— a. Records for which specific instructions in this regulation specify otherwise. b. Corps of Engineers agencies located outside the District of Columbia, Maryland, Virginia, West Virginia, Europe, Middle East, Hawaii, and Pacific Ocean areas.
National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132	Records for which specific instructions in this regulation specify retirement to this center. These are primarily military personnel related records and certain medical treatment records in the 600-series and 40-series file numbers.
National Personnel Records Center (Civilian Personnel Records) 111 Winnebago Street St. Louis, MO 63118	a. Records for which specific instructions in this regulation specify retirement to this center. These are primarily civilian personnel related records and certain medical treatment records identified in the 690-series and 40-series file numbers. b. Nonpermanent records from Corps of Engineers agencies located in the greater St. Louis, MO, area, unless instructions in this regulation specify another center.
Federal Archives and Records Center 380 Trapelo Road Waltham, MA 02154	Records from Corps of Engineers agencies located in Connecticut, Maine, New Hampshire, Massachusetts, Rhode Island, and Vermont, unless specific instructions in this regulation specify another center.

Table 10-1
Records Centers and Major Records Storage Areas—Continued

Center	Records
Federal Archives and Records Center Military Ocean terminal Building 22 Bayonne, NJ 07002	Records from Corps of Engineer agencies located in Jersey and New York, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 5000 Wissahickon Avenue Philadelphia, PA 19144	Records for Corps of Engineer Agencies located in Delaware and Pennsylvania, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 1557 St. Joseph Avenue East Point, GA 30344	Records from Corps of Engineers agencies located in Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Mississippi, and Tennessee, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 7358 South Pulaski Road Chicago, IL 60629	Records from Corps of Engineers agencies located in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, unless specific instructions in this regulation specify another center.
Federal Records Center 3150 Springboro Road Dayton, OH 45439-1883	Certain Finance and Fiscal records, identified in the 37-series of records, accumulated by the U.S. Army Finance and Accounting Center, Indianapolis, Indiana.
Federal Archives and Records Center 2312 East Bannister Road Kansas City, MO 64131	a. "Permanent" records from Corps of Engineer agencies located in the greater St. Louis, MO, area, unless specific instructions in this regulation specify another. b. Records from Corps of Engineers agencies located in Iowa, Kansas, Missouri(outside greater St. Louis area), and Nebraska, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center Building 1, Dock 1 4900 Hemphill Street Forth Worth, TX 76115	Records from Corps of Engineers agencies located in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas, unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 1000 Commodore Drive San Bruno, CA 94066	Records from Corps of Engineers agencies located in California(except southern California) and Nevada (except Clark County), unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 24000 Avila Road Laguna Niguel, CA 92677	Records from Corps of Engineers agencies located in Arizona, Clark County Nevada, and southern California (counties of San Luis Obispo, Kern, San Bernadino, Santa Barbara, Ventura, Orange, Louisiana, Riverside, Inyo, Imperial, and San Diego), unless specific instructions in this regulation specify another center.
Federal Archives and Records Center 6125 Sand Point Way Seattle, WA 98115	Records from Corps of Engineers agencies located in Washington, Oregon, Idaho and Alaska, unless specific instructions in this regulation specify another center.
Army Records Centers administered by the Commander, U.S. Army Intelligence and Security Command	
Investigative Records Repository Fort George G. Meade, MD 20755-5995	Personnel security, counterintelligence, and intelligence records (other than Signal Security, Special Intelligence, and Signal Intelligence) that are described in this regulation.
U.S. Army Intelligence and Security Command Records Center ATTN: IASA-AR, Arlington Hall Station Arlington, VA 22212-5000	COMSEC material accounting, Signal Security, Special Intelligence, and Signal Intelligence records that are described in this regulation.
Army Records Centers administered by the U.S. Army Criminal Investigation Command	
U.S. Army Crime Records Directorate USACIDC, 2301 Chesapeake Avenue Baltimore, MD 21222-5325	Reports of criminal investigations, selected military police reports, and other related records described in this regulation.
Army records storage and processing centers administered by the Chief, Army Reserve	
U.S. Army Reserve Personnel Center 9700 Page Boulevard St. Louis, MO 63132-5200	Records for which specific instructions in this regulation specify retirement to this center. These are primarily individual military personnel related records described in the 40-, 350-, and 640-series file numbers.
Army Overseas Command Records Holding area (OCRHA) administered by the commander of the appropriate major overseas command	
Commander, 2d Signal Brigade, USAREUR Command Records Holding Area ATTN: ASQE-X-ISM-C APO New York 09069-5506	All records designated for transfer to an OCRHA under this regulation.
Overseas command records holding area, Korea, APO San Francisco 96259	All records designated for transfer to an OCRHA under this regulation.
USARJ overseas command records holding area APO San Francisco 96343	All records Designated for transfer to an OCRHA under this regulation.

Appendix A References

Section I Required Publications

AR 25-1

The Army Resources Management Program. (Cited in paras 1-1a and 3-1c.)

AR 25-50

Preparing and Managing Correspondence. (Cited in para 5-4.)

AR 25-55

The Department of Army Freedom of Information Act Program. (Cited in para 1-1e.)

AR 340-21

The Army Privacy Program. (Cited in paras 1-1e and 1-7e.)

AR 380-5

Department of the Army Information Security Program. (Cited in paras 5-7c, 5-10, 6-1, 9-2a, b, c, and 9-12c(2).)

AR 380-13

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations. (Cited in para 9-4e.)

AR 380-19

Information Systems Security. (Cited in para 3-1.)

AR 380-35

DA Communications Intelligence Security. (Cited in para 9-2d.)

AR 550-51

Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements. (Cited in para 1-6b(1).)

AR 700-9

Policies of the Army Logistic System. (Cited in para 5-6.)

DA Pam 25-51

The Army Privacy Program-System Notices and Exemption Rules. (Cited in paras 3-14c(1), 5-9c(1)(a), 5-9d, 5-13a, 9-4d, and 9-5e(9)(a).)

TB 18-107

Automatic Data Processing Equipment Operations Management. (Cited in para 3-12b.)

Section II Related Publications

DA Pam 25-30

Consolidated Index of Army Publications and Blank Forms. (All Army Regulations, Army Pamphlets, Engineer Regulations, and other Army publications associated with the file numbers listed in this pamphlet.)

Section III Prescribed Forms

DA Form 543-R

Request for Records. (Prescribed in paras 8-3a, 8-4, and 10-4b.)

DA Form 1613-R

Records Cross Reference. (Prescribed in para 5-5a.)

OF 11

Reference Request-Federal Records Centers. (Prescribed in para 10-7a.)

OF 23

Charge-out Record. (Prescribed in para 8-3b.)

OF 24

Shelf File Charge-out Record. (Prescribed in para 8-3b.)

OF 282

Microfiche Charge-out Record. (Prescribed in para 8-3b.)

SF 135

Records Transmittal and Receipt. (Prescribed in paras 1-8b, 9-1b, 9-5a to d, 9-6 to 9-10, and figs 9-1 to 9-3.)

SF 135-A

Records Transmittal and Receipt (continuation). (Prescribed in paras 1-8b, 9-1b, 9-5a to d, 9-6 to 9-10, and figs 9-1 to 9-3.)

SF 180

Request Pertaining to Military Records. (Prescribed in para 10-7c.)

Section IV Referenced Forms

DA Form 3964

Classified Document Accountability Record

SF 127

Request for Official Personnel Folder Separated Employee

SF 703

TOP SECRET Cover Sheet

SF 704

SECRET Cover Sheet

SF 705

CONFIDENTIAL Cover Sheet

Section V Recordkeeping Requirements

This regulation requires the creation, maintenance, and use of the following specific records (see app B for file numbers (FNs), descriptions and dispositions).

FN 1a

Office file numbers

FN 1g

Office record transmittals

FN 25-400-2a

Record locator and dispositions

FN 25-400-2b

Chargeout suspenses

FN 25-400-2d

Records disposition standard exceptions

FN 25-400-2g

Records disposal authorizations

Appendix B Records Disposition Standards

B-1. File category 1: Office administrative housekeeping files

a. Prescribing directives. None.

b. Definition. These files relate primarily to the housekeeping operations within any office in the Army. They do not relate to the functions or mission of an office. They accumulate because an office exists; they are not why an office exists. More specifically, these files accumulate because of the day-to-day administration of an office and its personnel. Housekeeping files must be maintained so they are distinguishable from files documenting the functions or mission of an office. These files may be kept decentralized in each office, centralized in one office, or a mixture of both depending on what is best for each activity. See table B-1.

Table B-1

File category 1: Office administrative housekeeping operations

FN: 1a

Title: Office file numbers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Approved lists of file numbers.

Disposition: Destroy when superseded.

FN: 1b

Title: Office general management

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the administration of an office. This information covers the following internal office procedures that are not continuing such as hours of duty, individual duties, emergency evacuation procedures, parking, and traffic control; charitable affairs, such as blood donations and contributions to charity; public relations and information activities, such as open house programs and special events (but not articles, news releases, or similar items that promote or publicize the office's mission); office security, such as documents ensuring security and any covering the security classification system; office safety, such as minutes of safety meetings and safe and unsafe practice notes, forms, publications; and reports management, such as forms surveys and inventory reports (but not those relating to initiating forms, publications, and reports that pertain to the office's mission functions); routine use of automatic data processing (but not documents concerned with use of automatic data processing for mission functions).

Disposition: Destroy after 1 year.

FN: 1c

Title: Office inspections and surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to inspecting and surveying internal office administrative procedures. Included are extracts of Inspector General and command inspection reports, security inspection reports, safety inspection reports, comparable communications that pertain only to the performance of housekeeping operations within the office, including communications about pending inspections, and management survey reports and similar information applicable to internal office procedures, layout, workflow patterns, and comparable matters.

Disposition: Destroy after the next comparable survey or inspection.

FN: 1d

Title: Duty reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information prepared by duty officer of the day or by personnel on charge of quarters duty. Included are daily activity reports and related information.

Disposition: Destroy after 6 months.

FN: 1e

Title: Housekeeping instructions

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Memorandums or instructions dealing with the office's internal administrative procedures. (This file number does not apply to instructions concerning an office's functions or mission.)

Disposition: Destroy when superseded or obsolete.

FN: 1f

Table B-1

File category 1: Office administrative housekeeping operations—Continued

Title: Office organization files

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to the organization and functions of an office, such as copies of documents that are duplicated in the resource management or comparable office that determines the organization and functions of the agency. Included are functional charts and functional statements, copies of documents relating to office staffing and personnel strength, such as workforce surveys and authorization vouchers, tables of distribution and allowance (TDAs), documents showing minor changes in the office's organization, orientation briefings to newly assigned personnel, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 1g

Title: Office record transmittals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of transmittal lists showing records transferred to RHAs or retired to FRCs.

Disposition: Destroy when no longer needed for administrative or reference purposes.

FN: 1h

Title: Information access files

Authority: NN-166-204

Privacy Act: AO380-07DAMI

Description: Information received or prepared by an office that identifies individuals authorized access to official information, particularly classified information. Included are requests and approvals for access, rosters of those authorized access, and similar information.

Disposition: Destroy when superseded or made obsolete by the authorization document, or when the individual has been transferred, separated, or relieved.

FN: 1i

Title: Office classified document receipts

Authority: II-NNA-804

Privacy Act: Not applicable.

Description: Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, identify and dispose of them under FN 1j.

Disposition: Destroy after 2 years.

FN: 1j

Title: Office classified document register of controls

Authority: II-NNA-804

Privacy Act: Not applicable.

Description: Information showing the identity and location of classified documents for which the office is accountable. Included are DA Form 455 (Mail and Document Register), and DA Form 3964 and similar forms used for control.

Disposition: Destroy 2 years after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet.

FN: 1k

Title: Office temporary internal receipts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to loan classified documents temporarily within the office. These loans are normally of short duration and documents are often returned the same workday.

Disposition: Destroy on return of the classified document.

FN: 1m

Title: Office nonregistered classified document destruction certificates

Authority: NC1-AU-79-27

Privacy Act: Not applicable.

Description: Forms or other documents that show the destruction of classified documents.

Disposition: Destroy after 2 years, or earlier when approved by HQDA(DAMI-CIS) WASH DC 20310.

FN: 1n

Table B-1**File category 1: Office administrative housekeeping operations—Continued**

Title: Office mail controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to controlling incoming and outgoing mail by offices other than official mailrooms and postal activities. Included are routing and suspense slips, records of messenger trips, mail receipts, and similar information.**Disposition:**

- a. Accountable mail receipts: Destroy after 2 years.
 - b. Other documents: Destroy after 3 months.
-

FN: 1o**Title:** Office financial files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information that relates to office expenditures. Included are itineraries, travel estimates, and requests for travel funds, requests for long-distance telephone call funds, notices of available telephone funds, reports of long-distance telephone calls, and similar information.**Disposition:** Destroy after 1 year.

FN: 1p**Title:** Office service and supply files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to an office's ordinary supplies and equipment, communications, transportation, custodial or other services required by an office, and to the general maintenance of an office. Included are authorizations, requests, and receipts for supplies, equipment, and similar papers, requests, and other documents about issuing keys and locks to an office; requests for publications and blank forms and other papers relating to supply and distribution of publications to an office; requests to install telephones, floor plans showing location of telephone extensions; requests for changes to telephone directories; and similar papers; information relating to local transportation and custodial services; office heating, lighting, ventilation, cooling, electrical, and plumbing systems, painting, partitioning, repairing, or other aspects of maintenance; and other logistical services required by an office.**Disposition:**

- a. DA Form 12 series: Destroy when superseded or obsolete.
 - b. Other information: Destroy upon completion of action or when no longer needed for current operations.
-

FN: 1q**Title:** Office property records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Lists, receipts, or comparable information, showing accountable property charged to an office. (This does not include the formal supply accounting records described in the 710 series of this pamphlet.) Also included is information related to approval, use, repairs, and adjustments of office equipment such as copiers, word processors, miniaturization systems, or similar systems and equipment.**Disposition:** Destroy when superseded, obsolete, or when the property is turned in.

FN: 1r**Title:** Office classified material inventories**Authority:** NN-166-204**Privacy Act:** A0001DAMI**Description:** Results of physical inventories conducted to assure all classified material is accounted for.**Disposition:** Destroy after next inventory.

FN: 1s**Title:** Office security classification regrading files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information authorizing regrading of security classified documents. Included are DA Form 1575, (Request for/or Report of Regrading Actions), circulars, and related documents.**Disposition:** Destroy in CFA 3 years after all documents have been annotated.

FN: 1t

Table B-1**File category 1: Office administrative housekeeping operations—Continued**

Title: Office space assignments**Authority:** GRS 11, Item 2**Privacy Act:** Not applicable.**Description:** Information showing administrative space assigned to an office. Included are space assignment records and related information.**Disposition:** Destroy when superseded or obsolete.

FN: 1u**Title:** Office privacy disclosure accounts**Authority:** GRS 14, Item 23**Privacy Act:** AO340-21AIS**Description:** Documents used in accounting for and recording the date, nature, and purpose of each disclosure made from a system of records pursuant to the Privacy Program. The accounting consists of a description of the record disclosed, the name and address of the agency or person to whom the disclosure was made, and the name and position title of the person making the disclosure. Included are forms, correspondence and other papers used for accounting, statements of mass disclosures, disclosure consent authorizations, and related documents. Whenever possible, file the disclosure accounting with the record from which the disclosure was made.**Disposition:** Destroy with the record from which the disclosure was made, or destroy after 5 years, whichever is longer.

FN: 1v**Title:** Access controls**Authority:** NC1-AU-82-22**Privacy Act:** Not applicable.**Description:** Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. This information is used in the physical security of conventional arms, ammunition, explosives, medically sensitive material, and other Government property. Included are key control registers, key and lock inventory records, forms used to record entry into vaults or containers, and similar information.**Disposition:**

- a. Appointment documents, access rosters, and local control procedures: Destroy when superseded.
 - b. Key and lock control registers: Destroy after 90 days. Cut off when page is filled.
 - c. Forms used to record entry into vaults or containers: Destroy upon completion of first entry on new form (except forms involved in an investigation will be kept until the investigation is completed).
 - d. Other information: Destroy after 1 year.
-

FN: 1w**Title:** Office general personnel files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the daily administration of military and civilian personnel. Included are notices about athletic events and employee unions, notifications and lists of employees to receive Government medical services, including x-rays and immunizations, notices and lists of individuals to receive training, and related information.**Disposition:** Destroy after 1 year.

FN: 1x**Title:** Office civilian personnel time and attendance files**Authority:** NC1-AU-81-10**Privacy Act:** AO037-105aSAFM**Description:** Copies of Time and Attendance cards and information which supports entries to time and attendance reports. Included are applications for leave (SF 71s) and supplemental time and attendance records such as overtime requests, and sign-in and sign-out sheets used for time recording under flextime systems.**Disposition:** Destroy after 6 years.

FN: 1y**Title:** Office personnel registers**Authority:** II-NNA-194**Privacy Act:** A0001aTAPC**Description:** Information used to account for office personnel and to control office visitors. Included are registers showing personnel arrival, departure, leave, and temporary duty travel. Does not include official

Table B-1**File category 1: Office administrative housekeeping operations—Continued**

personnel registers used to prepare input to Standard Installation Division Personnel System (SIDPERS).

Disposition: Destroy after 6 months.

FN: 1z

Title: Office personnel locator

Authority: NN-166-204

Privacy Act: A600DAIM

Description: Information providing the name, address, telephone number, and similar information for each member assigned to an office.

Disposition: Destroy when superseded, obsolete, or when person is separated or transferred.

FN: 1aa

Title: Office supervisory or manager employee records

Authority: NN-166-204

Privacy Act: OPM GOVT-1

Description: Information pertaining to each civilian employee, covering essentially the same actions as those in the Official Personnel Folder maintained in the civilian personnel office. These records are filed by employee name and contain complete employee information such as ongoing personnel actions (included are SF 7B (Service Record) and DD Form 1435 (Cryptographic Maintenance Training and Experience Record), when required, notices of persons cleared for access to classified material and other personal security documents, reports, information relating to individual injuries, letters of appreciation and commendation, training records, information showing assigned responsibilities of individuals, positions held, performance appraisals and counseling, as well as other duplicate forms filed in the Official Personnel Folder.

Disposition:

a. Send to the servicing personnel office when the employee is transferred or separated. There it will be checked for documents that should be permanently filed in the Official Personnel Folder.

b. Withdraw and place in Separation for Military Service File (1cc) for employees separated to enter military service who have restoration rights.

c. Send to gaining official for employees transferred within the same authority on an installation.

d. When employees are separated or transferred to an installation having different appointing authority, destroy the file (except that DD Form 1435 will be sent to the gaining authority within the Federal Government).

e. Review at end of each year and destroy documents when superseded or no longer applicable.

FN: 1bb

Title: Office job descriptions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents describing positions in an office. Included are DA Form 374 (Job Description) for civilian personnel and comparable job description forms for military personnel.

Disposition: Destroy when position is abolished, job description is superseded, or when no longer needed for reference.

FN: 1cc

Title: Office separations for military service

Authority: NN-166-204

Privacy Act: OPM GOVT-1

Description: SF 7 (Service Record) used to consider employees, who are separated for military service, for civilian positions in absentia.

Disposition: Return to active file (1aa) if employee is restored at end of obligation period. Destroy if not restored.

FN: 1dd

Title: Office pending requests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Operating official's or suspense copies of SF 52 (Request for Personnel Action) requesting accessions, position changes, rate-of-pay changes, and separations.

Disposition: Destroy when requested personnel action is complete.

FN: 1ee

Table B-1**File category 1: Office administrative housekeeping operations—Continued**

Title: Duty rosters

Authority: NN-166-204

Privacy Act: AO001bTAPC; OPM GOVT-1

Description: Documents used to record routine duties performed by employees, plus special duties performed on a rotating basis.

Disposition: Destroy 3 months after last entry.

FN: 1ff

Title: Office standards of conduct files

Authority: NN-166-204

Privacy Act: AO001bTAPC; OPM GOVT-1

Description: Documents relating to procedures to ensure that all personnel fully understand the standards of conduct required of them.

Disposition: Destroy after the next periodic application of the procedure, or 1 year after the procedure is obsolete.

FN: 1gg

Title: Office security awareness

Authority: NN-166-204

Privacy Act: ot applicable.

Description: Documents that concern compliance with security regulations by all personnel.

Disposition: Destroy after the next periodic application.

FN: 1hh

Title: Office temporary duty travel

Authority: NN-166-204

Privacy Act: AO037-107bSAFM

Description: Requests and authorizations for office personnel for temporary duty (TDY) and related documents.

Disposition: Destroy after 1 year.

FN: 1ii

Title: Office military personnel files

Authority: II-NNA-436

Privacy Act: A0001bTAPC

Description: Information concerning supervising military personnel.

Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, application for appointment, application for outside employment, academic and individual training reports, instructional evaluations, and related information.

Disposition: Destroy 1 year after transfer or separation of individual.

FN: 1jj

Title: Reference publications

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Publications from any Army element, other Government agencies, and nongovernmental organizations kept for reference in an office.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.

FN: 1kk

Title: Technical material references

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Technical material, such as motion pictures, sound recordings, still photographs, transparencies, magnetic cards, tapes, or floppy disks, maps, and charts retained for reference purposes.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 1mm

Title: Reading files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of outgoing communications, arranged by date, for periodic review by staff members.

Disposition: Destroy after 1 year, or when no longer needed for reference, whichever is sooner.

FN: 1nn

Table B-1
File category 1: Office administrative housekeeping operations—Continued

Title: Office message references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Incoming and outgoing messages in numerical or chronological order for reference purposes in offices other than signal communications centers, message centers, and official mail rooms. Official record copies of messages must be filed in the office's subjective MARKS files.

Disposition: Destroy after 1 year.

FN: 100

Title: Policies and precedents

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Extra copies of policy or precedent documents for future and continuing action. Normally, these files are maintained at the operating level. Included are standing operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in office files.

Disposition: Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it relates.

B-2. File category 1: Administration

a. Prescribing directives.

(1) AR 1-1, Planning, Programing, and Budgeting within the Department of the Army.

(2) AR 1-20, Legislative Liaison.

(3) AR 1-21, Administrative Space Management.

(4) AR 1-33, Memorial Programs.

(5) AR 1-100, Gifts and Donations.

(6) AR 1-201, Army Inspections Policy.

(7) AR 1-211, Attendance of Military and/or Civilian Personnel at Private Organization Meetings.

(8) ER 1-1-23, Technical Assistance to and Exchanges with Foreign Governments.

b. Description. These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, memorialization proceedings, and other support functions not specifically provided for in other series. See table B-2.

Table B-2
File category 1: Administration

FN: 1

Title: General administration correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to administration which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to administration that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated in supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

Table B-2
File category 1: Administration—Continued

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1-1a

Title: TDA, CTA, and TAADS files (Rescinded; use FN 310-49b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1-1b

Title: Program and budget guidance

Authority: NC1-AU-76-1

Privacy Act: Not applicable

Description: Information on developing, reviewing, approving, and issuing program and budget guidance by all echelons of the Army. Included are program objectives, summary budgets, and directives requiring DA Staff preparation, revision, or updating of program and budget guidance to operating agencies (essentially extracts from the DA Five Year Development Plan (FYDP) reflecting those resources programed for allocation to operating agencies by DA together with statements of policies, priorities, standards, and workloads), operating agency and lower echelon program and budget guidance to subordinates (may be issued in the form of markup to operating budgets), coordinating actions, operating schedules, and similar information.

Disposition:

a. Offices of the DA Staff responsible for preparation, approval, and issue: Permanent. Cut off at end of current FY.

b. Operating agencies:

(1) Guidance prepared by the operating agency and issued to subordinates: Destroy after 6 years.

(2) Guidance received: Destroy on incorporation in the command 5-year program or on supersession or rescission, as applicable.

c. Other offices: Destroy 1 year after end of FY to which it pertains.

FN: 1-1c

Title: Annual funding program files

Authority: GRS 7, Item 3

Privacy Act: Not applicable.

Description: Information used to authorize operating agencies to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for the new FY. Included are annual funding programs and documents directly related to them.

Disposition: Destroy 6 years and 3 months after close of the FY involved.

FN: 1-1d

Title: Operating agency 5-year programming files

Authority: NC-AU-81-28

Privacy Act: Not applicable.

Description: Information relating to preparing, reviewing, issuing, and changing the operating agency's 5-year programs. These programs reflect in detail the planned application of resources (programed by DA for availability) toward accomplishment of the assigned mission, goals, and workloads of the operating agency. DA program guidance amplified, extended, and published by operating agencies constitutes the 5-year programs.

Disposition:

a. Offices responsible for preparation and issue: Permanent. Cut off background information at end of current FY. PIF pages or parts of program document when superseded, rescinded, or deleted and retain in CFA. Retire consolidated program document at the end of 5 FYs.

b. Other offices: Destroy program documents when no longer needed for current operations, and destroy other information after 2 years.

FN: 1-1e

Title: Operating budgets

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to preparing and submitting budget estimates and Command Operating Budgets (COBs). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance directly from DA) are forwarded to DA for staff use in preparing and

Table B-2**File category 1: Administration—Continued**

defending the Army budget, the President's budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary), draft and final COBs (formerly Operating Budget and Summary), Military Assistance Program operating budgets, comparable budgets and budget estimates, minutes of program budget advisory committees, and related information.

Disposition:

a. Preparing offices of general and special operating agencies:

(1) Agency-wide estimates, COBs, and related information: Permanent. Cut off at the end of the target FY.

(2) Copies of lower order COBs, estimates, and related information: Destroy 1 year after end of target FY.

b. Other preparing offices:

(1) Final published COBs: Permanent. Cut off at end of target FY.

(2) Other records: Destroy after 3 years.

c. Other offices: Destroy at the end of target FY.

FN: 1-1f. Not used.

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1-1g

Title: DA program development files

Authority: NC1-AU-78-37

Privacy Act: Not applicable.

Description: Information relating to the preparation, coordination, approval, and issue of the DA Five-Year Defense Program or comparable DA program document that translates the objectives established by the DA plans into time-phased schedules of accomplishment. These program documents are approved by the Secretary of the Army and the Secretary of Defense and thereafter serve as the basis for development, by the DA Staff, of the more detailed program and budget guidance to operating agencies. Included are summary and descriptive data sheets, program change requests, subject issues, manpower memorandums, minutes of meetings of review committees, coordinating actions, approvals, summary tables, force lists, shopping lists for materiel items, and related information.

Disposition:

a. Offices responsible for preparation: Permanent. Cut off at end of the current FY.

b. Other offices: Destroy after 3 years.

FN: 1-1h

Title: DA program documents

Authority: NC1-AU-78-37

Privacy Act: Not applicable.

Description: Record and reference copies of the published DA Five-Year Force Structure and Financial Program or comparable DA program document, including page changes and revisions thereto. Note: The Office of the Chief of Staff is responsible for maintenance and retirement of record copies.

Disposition:

a. Record copies: Permanent. Cut off at the end of the current FY.

b. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 1-1i

Title: DA budget estimates

Authority: NC1-AU-78-29

Privacy Act: Not applicable.

Description: Information created in the DA Staff preparation, review, and consolidation of budget estimates and in their submission to the Office of the Secretary of Defense for incorporation in the DOD budget. Included are budget estimates prepared by DA Staff agencies for their functional areas of responsibility, minutes of budget committee meetings, consolidated Army budget estimates, approvals, Defense markups (subject and issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review

Table B-2**File category 1: Administration—Continued**

offices in DOD and the Office of Management and Budget (OMB), and related information.

Disposition:

a. Offices responsible for preparation, consolidation, and approval: Permanent.

b. Other offices: Destroy after 2 years.

FN: 1-1j

Title: Congressional budget justifications

Authority: NC1-AU-78-29

Privacy Act: Not applicable.

Description: Information accumulated by DA Staff agencies and to a lesser extent by operating agencies in defending DA budget estimates before Congress and congressional committees. Included are copies of opening statements, documents reflecting expected questions and answers thereto, prepared testimony, coordinating actions, resumes of congressional hearings and related information. (Similar documents accumulated in nonprogramming and budgeting channels, that is, offices responsible for staff supervision of the process or item being justified to the Congress, should be filed in the appropriate functional files for that item or process.)

Disposition:

a. Office of the Comptroller of the Army and office responsible for presenting the justification or testimony: Permanent.

b. Other offices: Destroy after 2 years.

FN: 1-1k

Title: Program and budget inputs

Authority: NC1-AU-78-29

Privacy Act: Not applicable.

Description: Information relating to the furnishing of data for Army program and budget guidance, formulation, and execution. These files accumulate in Army staff offices and in offices of general and special operating agencies. They reflect data for the various program elements, such as research and development, training and education, communications, materiel, construction, maintenance, transportation and housing. Included are schedules, coordination information, justifications, minutes of meetings, plans, and similar information.

Disposition:

a. Offices of the DA Staff responsible for preparation and submission: Permanent. Cut off at end of target FY.

b. Other offices: Destroy 2 years after end of target FY.

FN: 1-1m

Title: Conferences

Authority: NC1-AU-78-36

Privacy Act: Not applicable.

Description: Information accumulated by secretaries and participants in such conferences as the Senior Army Commanders Conference and the General Council Meeting. This information relates to discussions, new policies, important events, and significant trends in the Army. Included are plans for the conference, transcripts of presentations and discussions, conference agenda, list of participants, and other information relating to the conference.

Disposition:

a. Official secretariat files: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Participants' files: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 1-1n

Title: Joint planning comments

Authority: NC1-AU-78-48

Privacy Act: Not applicable.

Description: DA documents related to commenting on, establishing the Army view on, or providing input for joint plans, other Service plans, and operational and contingency plans of unified and specified commands. Included are comments, input data, copies of draft plans, and related information.

Disposition:

a. DA offices responsible for establishing the coordinated Army view: Permanent.

b. Other offices: Destroy after 2 years.

FN: 1-1p

Title: Agency and command planning files

Table B-2**File category 1: Administration—Continued**

Authority: NC-AU-75-24**Privacy Act:** Not applicable.

Description: Information created by DA staff agencies and to a lesser extent by certain continental United States (CONUS) major commands which relate to the preparation, review, and approval of plans which support, complement, or provide input for DA plans, but not operational plans or plans specifically described elsewhere in this pamphlet. Included are contributions to the plans, coordinating actions, approvals, copies of the approved plans, and related information.

Disposition:

- a. Office responsible for preparation and issue: Permanent. PIF on supersession, revision, or discontinuance of the plan and cut off at the end of the year.
- b. Other offices: Destroy copies of the plans on supersession or when no longer needed for reference and destroy other information after 2 years.

FN: 1-1q**Title:** DA planning files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.

Description: Information relating to the preparation, coordination, review, and approval of the Basic Army Strategic Estimate (BASE), Army Strategic Plan (ASP), Army Force Development Plan (AFDP), ARMY Capabilities Plan (ACP), or comparable plans with Army-wide applicability, but not plans described elsewhere in this regulation. Included are coordinating actions on proposed plans, contributions to the plans, approvals, copies of the approved plans, and related information.

Disposition:

- a. DA office responsible for preparation of the plan or contribution thereto: Permanent. Cut off annually following revision or discontinuance of the plan.
- b. Other offices: Destroy copies of the plan on supersession or when no longer needed for reference and destroy other information after 2 years.

FN: 1-20a**Title:** Legislation files**Authority:** NC1-AU-82-13**Privacy Act:** Not applicable.

Description: Information on preparing and processing legislation, Executive orders, proclamations, and reports on legislation proposed by or of interest to DA, excluding appropriation bills. Included are communications containing drafts of legislation proposed by the Army, and reports of congressional committees on introduced legislation, comments on legislative proposals and reports on legislation proposed by, or the responsibility of the Secretaries of Defense, Navy, or Air Force, reports to the Office of Management and Budget on legislation proposed by agencies outside of DOD, intra-Army coordinating actions on the aforementioned legislative proposals, and related information.

Note: Information gathered by operating offices of the Army Staff and headquarters of the major commands will be filed in the proper subjective files.

Disposition: Offices having staff responsibility for the overall DA legislative program and headquarters of major commands in charge of action on reports and comments on legislation proposed by non-Army agencies:

- a. Private claims legislation: Destroy 50 years after final action.
- b. All other legislation: Permanent. PIF at close of each Congress and cut off at the end of that year.

FN: 1-20b**Title:** Legislation comments**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.

Description: Information showing comments on proposed legislation, Executive orders, proclamations, and reports which are initiated by or for which chief responsibility for action has been assigned to another Army Staff agency or command. Included are related copies of the organization's comments, copies of proposed legislation, and related information.

Disposition: Offices of legislative officers or persons designated to coordinate and control the legislative activities of the Army Staff agency or command: Destroy after 5 years.

FN: 1-20c**Title:** Congressional investigations

Table B-2**File category 1: Administration—Continued**

Authority: NC1-AU-77-133**Privacy Act:** Not applicable.

Description: Information showing liaison between DA and congressional committees. Included is information on the selection of witnesses to appear before, and the presentation of evidence to, such committees, information on the activities of congressional committees investigating the activities of the department, analyses of committee reports, and coordination of congressional committee visits to Army establishments, including release of information.

Disposition:

- a. Offices in charge of the maintenance of liaison between DA and congressional committees: Permanent. PIF at close of each Congress, cut off at the end of that year, hold in CFA 2 years and retire to WNRC.
- b. Legislative officials or persons designated to coordinate and control congressional correspondence at the Army Staff and at headquarters of major and intermediate commands: Permanent. PIF at close of each Congress, cut off at the end of that year, hold in CFA 4 years and retire to WNRC.

FN: 1-20d**Title:** Congressional visit reports**Authority:** NC1-AU-81-12**Privacy Act:** Not applicable.

Description: Information reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DA. Information includes the name of the visiting congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements, and similar data.

Disposition: All offices responsible for coordination of DA congressional liaison activities: Destroy after 6 months.

FN: 1-20e**Title:** Congressional correspondence**Authority:** II-NN-A-2093**Privacy Act:** A0001-20SALL

Description: Information on congressional inquiries on all matters within the scope and activity of DA, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of safeguarded information. Included is correspondence between members of Congress, their constituents, other people and the Army on such matters as alleged unfair treatment, improper assignment, poorly prepared food, poor housing conditions, and inadequate medical attention.

Disposition:

- a. Offices in charge of overall coordination of DA congressional liaison activities: Destroy after 5 years.
- b. Offices of legislative officers or persons designated to coordinate and control congressional correspondence at the Army Staff and at headquarters of major and subordinate commands: Destroy after 3 years, if used as record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a) destroy after 5 years or life of the disclosed file, whichever is later.
- c. Offices of persons designated to coordinate and control congressional correspondence at lower echelons: Destroy after 2 years, if used as a record of disclosure accounting under the Privacy Act of 1974 (5 USC 552a), destroy after 5 years or life of the disclosed file, whichever is later.

FN: 1-21a**Title:** Office space assignments (Rescinded; use FN 1t.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 1-21b**Title:** Space management controls**Authority:** NN-166-204, GRS 11, Item 2**Privacy Act:** Not applicable.

Description: Information relating to the control and allocation of office space. Included are space allocations, space reports, requests for additional space or change in space locations, space releases, surveys of space requirements, office layouts, requests for moves, alterations, and repairs, and similar information.

Disposition:

Table B-2**File category 1: Administration—Continued**

- a. Office of the Secretary of the Army and offices of Army Staff agency space officers: Destroy when superseded, obsolete, or no longer needed for reference.
- b. Other offices: Destroy 1 year after completion of the move or other final action.

FN: 1-1-23a**Title:** Foreign technical assistance files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on details of Corps of Engineer personnel abroad, such as correspondence and memorandums.**Disposition:** Office of the Chief of Engineers (OCE): Destroy after 2 years.

FN: 1-1-23b**Title:** Foreign engineer training files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on inservice training of foreign engineers with U.S.Army Corps of Engineers through the State Department. Included are correspondence, agreements, and vouchers.**Disposition:** OCE: Destroy after 5 years.

FN: 1-23a**Title:** Ceremonies (Rescinded; use FN 600-25c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1-23b**Title:** Amateur rocketry files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1-23c**Title:** Public appearance schedule reports(Rescinded; use FN 360-61c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1-33a**Title:** Memorialization board files**Authority:** NC1-AU-80-9**Privacy Act:** Not applicable.**Description:** Information relating to the naming of installations, buildings, streets, areas, or facilities. Included are proposals, coordinating information, photographs, citations, copies of orders or directives, minutes of memorialization board decisions, and similar information. (AR 1-33requires that memorializations accomplished at the installation level be reported to The Adjutant General, and also be made a matter of record in the installation historical files (870-5b).)**Disposition:**

a. Office of The Adjutant General:

(1) Records pertaining to plaques: Destroy after 10 years.

(2) All other records: Permanent.

b. Other offices: Destroy after 2 years.

FN: 1-40a**Title:** Inspection coordination files (Rescinded; use FN 1-201a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1-100a**Title:** Army gift offers**Authority:** NC1-AU-76-59**Privacy Act:** AO870-5DAMR**Description:** Information relating to the offer of gifts and donations by private citizens and organizations to DA. These records accumulate at

Table B-2**File category 1: Administration—Continued**

HQDA only. Included are offers, evaluation of offers and coordinating information, letters of acceptance or refusal, and related information.

Disposition:

a. Accepted offers: Permanent. Retain in CFA 5 years and retire.

b. Refused offers: Destroy after 5 years.

FN: 1-201a**Title:** Inspection coordination files**Authority:** II-NN-3494**Privacy Act:** Not applicable.**Description:** Information related to reviewing, controlling, coordinating, and consolidating planned inspections, surveys, and visits. Included are notifications of impending visits, requests for authority to make visits, itineraries, approvals, requests for changes, and related information.**Disposition:** Destroy after 2 years.

FN: 1-201b**Title:** Command inspection program (DA and MACOM headquarters)**Authority:** NC1-AU-80-12**Privacy Act:** Not applicable.**Description:** Information relating to the conduct of command and staff inspections. Included are the retained copy of the report sent to the inspected activity, supporting information essential to and filed with the report, correspondence from the inspected activity indicating corrective action taken, information accumulated in staff offices that furnished members for the inspection team, and similar information.**Disposition:**

a. Office performing inspection:

(1) Retained copy of the report with essential information filed therewith: Permanent. PIF on completion of next command or staff inspection and cut off at the end of that year.

(2) Information accumulated in staff offices, by members of the team: Destroy after 2 years.

b. Office inspected: Destroy after next comparable survey or inspection.

FN: 1-201c**Title:** Command inspection program (SUBMACOM and below)**Authority:** NC1-AU-79-31**Privacy Act:** Not applicable.**Description:** Information accumulated as a result of a command or staff inspection. Included are reports of inspections, correspondence directing corrective action, correspondence replying to these instructions, and similar information.**Disposition:**

a. Office performing inspection: Destroy after 2 years.

b. Office inspected: Destroy after next comparable survey or inspection.

FN: 1-201d**Title:** Staff visits**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated because of staff visits (free inspections) or an inspection other than a command or Inspector General inspection, generally conducted by staff representatives who are responsible for the functional area being inspected, to ensure compliance with established policy, provide assistance, or to assess the ability of an organization to perform its assigned mission.**Disposition:**

a. Office conducting visit: Destroy 1 year after completion of next comparable visit.

b. Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.

FN: 1-211a**Title:** International conferences**Authority:** NC1-AU-78-38**Privacy Act:** Not applicable.**Description:** Information pertaining to the view of DA relating to the participation of United States representatives at international conferences and DA representation in inter-American and international agencies. This information relates to developing basic data for background and guidance at conferences, attendance of DA personnel

Table B-2**File category 1: Administration—Continued**

at conferences, and control over the appropriation "Inter-American Relations, Department of the Army."

Disposition:

- a. Office having Army-wide responsibility: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

B-3. File category 5: Management*a. Prescribing directives.*

(1) AR 5-4, Department of the Army Productivity Improvement Program.

(2) AR 5-5, Army Studies and Analyses.

(3) AR 5-8, Host-Supported Activity Relationships (Intraservice).

(4) AR 5-10, Reduction and Realignment Actions.

(5) AR 5-14, Managing Contracted Advisory and Assistance Services.

(6) AR 5-17, Army Ideas for Excellence Program.

(7) AR 5-20, Commercial Activities Program.

b. Description. These records concern policies and principles of Army management doctrine, development and application of work measurements, techniques of work simplification, management review, and controlling the use of resources not specifically provided for in other series (table B-3).

Table B-3**File category 5: Management****FN: 5**

Title: General management correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management which cannot logically be filed with the detailed record series listed below. This does not include instruction files. See FN. 25-30q.)

b. NONACTION: Matters relating to management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 5-4a

Title: Management improvement projects

Authority: NC1-AU-84-34

Privacy Act: Not applicable.

Description: Information relating to projects which initiate changes in the manner or method of planning, directing, controlling, or doing work to increase effectiveness, efficiency, and economy. Included are studies, charts, coordination information, recommendations, statistical data, and similar information on management improvement projects to include Total Quality Management.

Disposition:

a. Offices of HQDA, MACOMs, and major Army subcommands: Permanent.

b. Other offices: Destroy after 10 years.

FN: 5-4b**Table B-3****File category 5: Management—Continued**

Title: Management improvement project background files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information used as background material in developing and completing management improvement projects. Included are analyses, notes, drafts, interim reports, and data used, but not included in the official project file.

Disposition: Destroy after 3 years or 3 years after completion of related project, as applicable.

FN: 5-4c

Title: Work simplification proposals

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information related to analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, action taken on proposals, and similar information.

Disposition: Permanent. PIF when action has been taken on proposal and cut off at the end of that year.

FN: 5-4d

Title: Management and productivity improvement reports

Authority: NC1-AU-84-34

Privacy Act: Not applicable.

Description: Retained copies of reports made to higher headquarters dealing with improvement of management and productivity in the Army.

Disposition: Destroy when no longer needed for current operations.

FN: 5-4e

Title: Value engineering reports

Authority: NC1-AU-77-72

Privacy Act: Not applicable.

Description: Information used in reporting information on the training, workload, execution, results, and cost of value engineering activities. Included are value engineering proposal reports and related information.

Disposition:

a. Offices requiring the reports:

(1) Army-wide consolidations or summaries: Destroy after 10 years.

(2) Feeder reports: Destroy after 5 years.

b. Other offices: Destroy after 5 years.

FN: 5-4f

Title: Value engineering studies

Authority: NC1-AU-77-73

Privacy Act: Not applicable.

Description: Information used in accomplishing value improvements and reduction in cost of existing or planned items of materiel and equipment. Included are value engineering studies, in-house value engineering proposals (VEPs), contractor value engineering change proposals (VECPs), cost data, production and procurement process data, and related information.

Disposition:

a. Value engineering office responsible for making the study: Destroy after 10 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 5-5a

Title: Management survey cases

Authority: NC1-AU-84-32

Privacy Act: Not applicable.

Description: Information relating to the systematic, formal review of organizational structure or operational procedures which accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished report, and actions taken as a direct result of the survey.

Disposition:

a. Office conducting the survey or office sponsoring the contract:

(1) HQDA, MACOMs, and major Army subcommands: Permanent.

(2) Other offices: Destroy when no longer needed for current

Table B-3
File category 5: Management—Continued

operations.
b. Office surveyed: Destroy when no longer needed for current operations.

FN: 5-5b

Title: Management survey background files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information used in collecting data for or during a management survey and accumulated in offices conducting or participating in the survey. Included are notes, statistical data, copies of standing operating procedures, organizational charts, functional charts, personnel data, and similar material collected for factfinding or backup purposes and information reflecting preliminary arrangements incidental to specific surveys, such as time schedules and security clearance.

Disposition: Destroy when no longer required for reference.

FN: 5-5c

Title: Long-range studies

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information identifying long-range operational, organizational, and materiel objectives based on projections of national policy, intelligence forecasts, and technological forecasts. Included are long-range studies and coordinating actions.

Disposition:

- a. Office responsible for final review and office responsible for final approval of studies: Permanent.
- b. Office responsible for preparing study: Destroy 5 years after approval or disapproval of study recommendations.
- c. Other offices: Destroy after 2 years.

FN: 5-5d

Title: Combat/training development studies

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to preparation, review, evaluation, and approval of combat or training development studies directed toward refinement and attainment of operational, organizational, and materiel objectives established by long-range studies. Included are long-, mid-, and short-range studies containing a summary, a copy of the study directive, an outline of the purpose and scope of the study, a summary of discussions, and an analysis of comments furnished by other combat development agencies, coordinating actions, approval notifications, and recommendations regarding implementing action.

Disposition:

- a. Offices of major command headquarters responsible for final review, and office at the Army Staff responsible for final approval: Permanent.
- b. Offices preparing the studies: Destroy 5 years after completion of the study.
- c. Other offices: Destroy after 2 years.

FN: 5-5e

Title: Combat/training development study comments

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Information accumulated at combat/training development agencies and groups through commenting on or assisting in studies conducted by other combat development agencies. Included are copies of study directives, copies of studies and coordinating actions thereon, and related communications.

Disposition: Destroy after 2 years, or 2 years after completion of the related study, as applicable.

FN: 5-5f

Title: Research reports

Authority: NC1-AU-86-10

Privacy Act: Not applicable.

Description: Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator, purpose, approach, and status of the study, and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 5-8a

Table B-3
File category 5: Management—Continued

Title: Agreements

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to understandings and agreements between elements of the Army, between the Army and other military Services or Federal agencies, or between the Army and other non-Federal organizations or agencies (but not with foreign countries). These understandings and agreements are negotiated for providing and obtaining various types of support services. The services include logistical, medical, administrative, fire protection, facilities, payroll, and similar support. They can be one-time or continuing, and on either a reimbursable or a nonreimbursable basis. Included are agreements, agreement checklists, Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), review comments, and similar information.

Disposition:

a. Office requesting support and office providing support:

(1) Understandings and agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the understanding or agreement.

(2) Understandings or agreements not involving transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.

b. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the understanding or agreement. Earlier destruction is authorized.

FN: 5-8b

Title: Service school affiliations

Authority: II-NN-3499

Privacy Act: Not applicable.

Description: Information about the affiliation of personnel and courses at service schools with civilian educational institutions. Included are affiliation agreements and related information.

Disposition: Destroy after 10 years. Transfer to RHA after 5 years.

FN: 5-10a

Title: Program briefings

Authority: NC1-AU-78-36

Privacy Act: Not applicable.

Description: Information related to periodic presentations of proposed programs, approved programs, forecasts, trends, and results of the execution of programs. Included are presentation materials, such as charts, vugraphs, and other aids, memorandums of actions directed, records of questions and answers, and related information.

Disposition: Permanent. PIF on development of a new program and cut off at the end of that year.

FN: 5-10b

Title: Operating program progress reports

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information which reflects actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commander's narratives, summaries, and related information.

Disposition: Permanent.

FN: 5-10c

Title: Reduction and realignment documentation

Authority: N1-AU-89-6

Privacy Act: Not applicable.

Description: Information accumulated in fulfilling the requirements of statutes, directives, and policies governing actions involving reduction of personnel and manpower spaces and installation and activity realignments within DA. Included are realignment summaries, analyses and assessments, case studies and justifications, environmental information, congressional notification documents, public announcement documents, implementation plans, and supporting information.

Disposition:

a. Army approval authority: Permanent. Cut off on completion or cancellation of related reduction or realignment.

b. Office responsible for submitting documentation for approval: Destroy 10 years after completion or cancellation of related reduction or

Table B-3**File category 5: Management—Continued**

realignment.

c. Office responsible for review, comment, or contribution of information: Destroy after 5 years.

FN: 5-14a

Title: Research reports

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator, purpose, approach, and status of the study, and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 5-17a

Title: AIEP Annual Reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Statistical and narrative information on participation, approvals, benefits, and other aspects of the Army Ideas for Excellence Program (AIEP).

Disposition: Destroy 3 years after acceptance by higher headquarters.

FN: 5-17b

Title: AIEP cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to submission, processing, evaluation, and disposition of individual AIEP suggestion cases.

Disposition: Destroy 2 years after final disposition or when no longer needed for current operations.

FN: 5-17c

Title: AIEP publicity

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on publicizing or encouraging participation in the AIEP. Included are record copies of posters, placards, cartoons, newspaper items, photos, letters, and so forth.

Disposition: Destroy after 3 years or when no longer needed.

FN: 5-20a

Title: Commercial activity (CA) programs

Authority: NC1-AU-85-60

Privacy Act: Not applicable.

Description: Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting information.

Disposition:

a. Office with Army-wide responsibility: Destroy after 6 years, or when no longer needed for current operations, whichever is later.

b. Other offices:

(1) Annual CA inventory: Destroy after 5 years.

(2) Remaining information: Destroy upon completion of next 5-year review.

FN: 5-20b

Title: GOCO installation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Contractors' records are not a responsibility of the Army. Their custody is a responsibility of the contractor concerned, except that certain joint records, such as joint property accounts, if determined by the contracting officer to be of value to or required by the Army, may be preserved with Army records to which they pertain. Contractors will exercise this authority with extreme caution to make certain that records without definite legal or administrative value to the Government are not accessioned. Contractors' records will not be accessioned for the sole purpose of relieving the contractor of custody thereof without specific authority from HQDA(SAIS-PDD). Requirements for retention of contractors' records are set forth in provisions of the pertinent contracts pursuant to the Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS). Army records of

Table B-3**File category 5: Management—Continued**

various types are accumulated as a result of contractor operations conducted at Government-owned and contractor-operated (GOCO) industrial installations and at industrial installations in standby status. Army files which are known to be pertinent to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of the claim or completion of the investigation or litigation. Files not directly related to contractor operations, such as accounting records required in continued operation of the plant, individual civilian personnel files, individual military personnel files, and bills of lading files will be disposed of in accordance with instructions in this regulation which govern the maintenance and disposition of files in these subjective categories.

Disposition:

a. Army records created from contractor operations, including industrial property accounts files: Destroy 6 years after close of the FY in which final payment is made.

b. Industrial property account files of installations in standby status: Destroy 2 years after resumption of contractor operations or 2 years after disposition of the installation, as applicable.

B-4. File category 10: Organization and functions

a. *Prescribing directives.*

(1) AR 10-5, Department of the Army.

(2) AR 10-67, U.S. Army Joint Interface Test Force Joint Interoperability for Tactical Command and Control System.

(3) ER 10-1-7, Board of Engineers for Rivers and Harbors.

b. *Description.* These records concern organization, mission, responsibilities, duties, and functions of DOD, HQDA, DA agencies, major commands, and other commands, units, and organizations. See table B-4.

Table B-4**File category 10: Organization and Functions**

FN: 10

Title: General organization and functions correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to organization and functions which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to organization and functions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 10-1a

Title: Office organization files (Rescinded; use FN 1f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 10-1-7a

Title: Survey reports

Authority: NC1-AU-85-27

Table B-4
File category 10: Organization and Functions—Continued

Privacy Act: Not applicable.

Description: Information on the preparation, processing, and submission of reports to Congress on surveys, and review reports for rivers and harbors, flood control improvements, cooperative beach erosion control studies, hurricane flood studies, and other reports in connection with the planning and authorization of civil works projects. Included are study cost estimates, reports with appendixes and exhibits, records of public hearings, reports of field conferences, notices, and published congressional information.

Disposition:

- a. OCE and Board of Engineers for Rivers and Harbors:
 - (1) Survey reports submitted by field offices, with related appendixes and exhibits, and transcripts of public hearings: Destroy when no longer needed for current operations.
 - (2) All other records: Permanent.
- b. Districts and Operational Divisions:
 - (1) Raw hydraulic, topographic, geological, economic and other data that is summarized or consolidated in other records: Destroy when no longer needed for current operations.
 - (2) All other records: Permanent.
- c. Other offices: Destroy when no longer needed for current operations.

FN: 10-1-7b

Title: Survey report status files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Summary of board action, statement of decisions, and monthly status report on preliminary examinations and surveys in the stage between receipt of advance copy and submission to OCE after board action.

Disposition: OCE: Destroy when obsolete.

FN: 10-1-7c

Title: Agency project reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Survey reports and work plans pertaining to proposed projects of other Federal agencies.

Disposition: OCE: Destroy after 2 years, except that related correspondence is permanent.

FN: 10-5a

Title: Organization plans

Authority: NC1-AU-80-27

Privacy Act: Not applicable.

Description: Information relating to the establishment of and changes in organization functions and relationships of activities, installations, commands, and agencies, and of non-Army agencies when such action affects or potentially affects the Army. Included are staff studies, reports of working groups, minutes of committee meetings and staff conferences, information relating to overall functions and missions, copies of organization and functions plans, manuals, and charts, copies of published directives implementing establishment or change, and similar information.

Disposition:

- a. Agencies not converting all data to microform:
 - (1) Offices responsible only for intra-Army review, comment, or contribution of information: Destroy after 2 years.
 - (2) All other offices: Permanent.
- b. Agencies converting all data to microform:
 - (1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.
 - (2) Microforms:
 - (a) Offices responsible only for intra-Army review, comment, or contribution of information: Destroy original microforms after 2 years.
 - (b) All other offices: One silver halide microform set and one diazo or vesicular copy: Permanent.
 - (3) Other microform copies: Destroy when no longer needed for current operations.

FN: 10-67a

Title: JINTACCS interface planning files

Authority: NC1-AU-76-64

Privacy Act: Not applicable.

Table B-4
File category 10: Organization and Functions—Continued

Description: Information relating to the development, coordination, and approval of technical interface concepts and technical interface design plans for tactical command and control systems.

Disposition:

- a. Office having Army-wide responsibility: Permanent. PIF on discontinuance of Joint Interoperability of Tactical Command and Control System (JINTACCS) activity and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

FN: 10-67b

Title: JINTACCS test procedures and plans

Authority: Authority: NC1-AU-76-65

Privacy Act: Privacy Act: Not applicable.

Description: Information relating to development of test philosophies, proposals, plans and procedures. Included are coordination actions, recommendations from Services or agencies, recommendations regarding implementing actions, and joint interface implementation plans.

Disposition:

- a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of activity.
- b. Other offices: Destroy after 2 years.

FN: 10-67c

Title: JINTACCS configuration management files

Authority: NC1-AU-76-66

Privacy Act: Not applicable.

Description: Information relating to the management and standardization of configuration for tactical command and control systems. Included are proposed changes to data messages and data standards and actions related to those changes.

Disposition:

- a. Office having Army-wide responsibility: Permanent. Cut off on discontinuance of activity.
- b. Other offices: Destroy after 2 years.

FN: 10-67d

Title: JINTACCS data standardization files

Authority: NC1-AU-76-67

Privacy Act: Not applicable.

Description: Information identifying data elements and standardized message formats to be used by Services and agencies in achieving interoperability and compatibility of both manual and automated systems. Included are data dictionaries.

Disposition:

- a. Office having Army-wide responsibility: Permanent. Cut off on discontinuance of activity.
- b. Other offices: Destroy after 2 years.

B-5. File category 11: Army programs

a. Prescribing directives.

- (1) AR 11-1, Command Logistics Review Program (CLRP).
- (2) AR 11-2, Internal Control Systems.
- (3) AR 11-3, Department of the Army Functional Review.
- (4) AR 11-7, Internal Review and Audit Compliance Program.
- (5) AR 11-18, The Cost Analysis Program.
- (6) AR 11-27, Army Energy Program.
- (7) AR 11-30, CAPSTONE Program.
- (8) AR 11-37, Army Finance and Accounting Quality Assurance Program.
- (9) DA Memo 11-3, DOD Hotline Cases.
- (10) ER 11-1-26, Contract Audit.
- (11) ER 11-2-101, Army Programs—Civil Works Activities.
- (12) ER 11-2-220, Civil Works Activities General Investigations.
- (13) ER 11-2-240, Civil Works Activities—Construction and Design.

b. Description. These records concern policies, procedures, and scope of major programs related to the Army mission. Records concerning programs in specific subject areas are placed in the appropriate subject series. See table B-5.

Table B-5**File category 11: Army programs****FN:** 11**Title:** General Army programs correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army programs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN. 25-30q.)

b. NONACTION: Matters relating to Army programs that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 11-1a**Title:** CLRP visits**Authority:** N1-AU-89-15**Privacy Act:** Not applicable.

Description: Documents concerned with assessment and assistance visits for review of unit and installation logistics operations to identify and resolve problems adversely affecting readiness and logistics posture. Included are worksheets and similar information.

Disposition:

a. Office having Army-wide responsibility and MACOM Headquarters: Destroy after 4 years.

b. Other offices: Destroy after next comparable visit.

FN: 11-1-26a**Title:** Contract audit**Authority:** N1-AU-89-13**Privacy Act:** Not applicable.

Description: Documents accumulated by the resident contract audit office relative to audits of civil works appropriations contracts and final agreements. Included are Division auditors' audit reports, accounting review and systems review with working documents, copies of reports, and similar information.

Disposition: Destroy after 6 years.

FN: 11-2a**Title:** Internal control systems**Authority:** NC1-AU-84-3**Privacy Act:** Not applicable.

Description: Information created in the course of operating an internal control program. This information concerns controls which assure Army management that laws, regulations, and policies are followed, transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are vulnerability assessments (VAs), internal control reviews (ICRs), plans and schedules, feeder statements, reports, and similar information.

Disposition:

a. Office having Army-wide responsibility:

(1) Secretary of the Army's annual statement: Permanent.

(2) All other records: Destroy after 3 years.

b. Other offices:

(1) VAs and ICRs: Destroy after next VA except ICRs will be retained if needed to substantiate subsequent VAs.

(2) Feeder statements, reports, and other records: Destroy when no longer needed for current operations.

Table B-5**File category 11: Army programs—Continued****FN:** 11-2-101a**Title:** International Board of Control reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information from which summary reports of activities in connection with International Boards of Control are prepared.

Disposition: OCE: Destroy after 5 years in CFA.

FN: 11-2-101b**Title:** Daily logs**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information constituting a record of noteworthy events within Corps of Engineers which is distributed to Corps of Engineers field offices for information.

Disposition: OCE: Destroy after 1 year.

FN: 11-2-220a**Title:** Study program files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: PB-5a, ENG Form 2205a or comparable documents.

Disposition: OCE: Destroy after 2 years

FN: 11-2-220b**Title:** General expenses program**Authority:** GRS 5, Item 3a**Privacy Act:** Not applicable.

Description: Information and working information which show by features and subfeatures, expenses (actual and budget) for past, current, and future FYs, and fiscal reconciliatory data.

Disposition: OCE: Destroy after 5 years.

FN: 11-2-240a**Title:** Project operation and maintenance basic files**Authority:** NC1-AU-88-12**Privacy Act:** Not applicable.

Description: These files include design memorandums, specifications, design analyses, as-built drawings or microfilm negatives thereof, shop drawings, master development plans, history of construction, completed inspection reports and related information, operation manuals, paint service records, dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates, and valves), reports to Federal Power Commission (FPC Form No. 1), and monthly and annual reports of operations (including operating statistics, comparable information, and related correspondence).

Disposition:

Field offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are master development plans, operations and maintenance manuals, reservoir regulations manuals, inspection reports, and similar information: Permanent.

b. Cartographic records (drawings, maps, specifications, and so forth): Permanent.

c. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, and so forth: Destroy when no longer needed for current operations.

FN: 11-2-240b**Title:** Subordinate files**Authority:** NN-174-020**Privacy Act:** Not applicable.

Description: These files include the recording instrument charts other than water levels which include clearance procedures cards and records, dispatchers' permits or orders, inspection reports except those made a part of the maintenance record, maintenance schedule (superseded issues), the operating schedules (personnel), monthly report on repairs party operation, work orders, and summary of work in progress (at warehouses).

Disposition: Destroy after 3 years.

FN: 11-2-240c**Title:** Project inspections and evaluations**Authority:** NN-174-020

Table B-5**File category 11: Army programs—Continued**

Privacy Act: Not applicable.

Description: Information on periodic inspections and evaluations of completed civil works projects to assure continuing structural integrity, safety, and operational adequacy. Included are inspection and evaluation reports with supporting data.

Note: Similar information kept in field offices should be filed under FN11-2-240a.

Disposition: OCE: Destroy when project is abandoned, turned over to authority other than CE for operation, or when project modification makes former data obsolete. Earlier destruction is authorized.

FN: 11-2-240d

Title: Civil works guide specifications (Rescinded; use FN1110-2-1200a)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 11-2-240e

Title: Construction programs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Detailed project schedules and other information maintained by field offices relating to FY Civil Works construction programs and priorities, including programs on which actions have been taken, proposed programs, and executed programs.

Disposition: Destroy after 6 years.

FN: 11-2-240f

Title: Program performance reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information required by Corps of Engineers regulations pertaining to Army programs, civil activities, budgetary submissions, current-year scheduling and program performance reporting on general investigations, general expenses, construction, and operation and maintenance of Civil Works activities. Included are schedules, reports, narratives, summaries, and related information.

Disposition: Field offices:

a. September and final reports: Destroy after 3 years.

b. Other reports: Destroy after 1 year.

FN: 11-2-240g

Title: Budget files

Authority: NC1-AU-78-69

Privacy Act: Not applicable.

Description: Information relating to the preparation, development, review, justification, submission, defense, approval, and justification of the Civil Works budget. Included are reports, schedules, charts, justification books, work allowances, estimates, and similar information.

Disposition:

a. OCE: Permanent. Retire 10 years after FY for which prepared.

b. Other offices: Destroy 5 years after FY for which prepared, except information pertaining to construction will be destroyed 5 years after the work is financially completed.

FN: 11-2-240h

Title: Appropriation hearings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Testimony presented to the House Ways and Means Committee and Senate Appropriations Committee, including backup information.

Disposition: OCE: Destroy after 5 years.

FN: 11-2-240i

Title: Appropriations historical data

Authority: NC1-AU-78-69

Privacy Act: Not applicable.

Description: Budget backup for Civil Works appropriations.

Disposition: OCE:

a. End of FY reports: Permanent.

b. Other information: Destroy when no longer needed for current operations.

Table B-5**File category 11: Army programs—Continued**

FN: 11-2-240j

Title: Engineering investigations and study supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the district, whichever is earliest.

FN: 11-3a

Title: DOD hotline cases

Authority: NC1-AU-83-37

Privacy Act: Not applicable.

Description: Information relating to the managing and monitoring of DOD Hotline allegations. These files originate in the Army Hotline Office, Office of the Chief of Staff, Army. Included are DA Form 77 (Referral Slip), DOD Hotline Progress Report, DOD Hotline Completion Report, and similar information.

Disposition: Destroy 3 years after case is closed. Keep in CFA until destroyed.

FN: 11-7a

Title: Internal review and audit files

Authority: To be determined

Privacy Act: Not applicable.

Description: Documents relating to review and examination of operations to ensure proper protection of assets; compliance with policies, procedures, and objectives; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and Army Staff offices making review of their subordinate commands, and supervisory and Army Staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.

Disposition: Retain in CFA until disposition instructions are published in MARKS.

FN: 11-7b

Title: Internal review audits (Rescinded; use FN 11-7a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 11-18a

Title: Cost analysis cases

Authority: NN-167-15

Privacy Act: Not applicable.

Description: Completed cost estimating and cost analysis actions. Included with each case are all directives pertaining to the action, interpretations, assumptions, ground rules, and methods used (with rationale, as appropriate). Also included are worksheets, interim and final products, transmittals, and related information.

Disposition: Destroy when no longer needed for current operations.

FN: 11-18b

Title: Cost factors and data

Authority: NN-167-15

Privacy Act: Not applicable.

Description: These files include all basic cost data and factors used in developing cost estimates and cost analyses, including complete documentation and costing problems.

Disposition: Destroy when no longer needed for current operations.

FN: 11-18c

Title: Cost research files

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Information relating to the conduct and promotion of continuous research in developing and improving costing methods in the DA. Included are research studies and special studies for the design of costing and cost analysis techniques, recording, and retrieval of costing data and factors.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

Table B-5**File category 11: Army programs—Continued**

b. Other offices: Destroy after 2 years.

FN: 11-18d

Title: Resources conservation programs, goals, and schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishing approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

Disposition: Destroy 2 years after supersession.

FN: 11-18e

Title: Resources conservation program reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to reports required under the Army Resources Conservation Program. Included are reports, statistics, Army Audit Agency verification documents, and other information directly related to the reports.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 2 years, except that consolidated and summary reports will be destroyed after 10 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 11-18f

Title: Resources conservation program studies

Authority: N1-AU-90-21

Privacy Act: Not applicable.

Description: Completed economic analysis studies on program and project proposals involving commitment or conservation of resources as part of the planning, programming, and budgeting system of DA. This information is gathered by offices responsible for analyzing economic aspects of proposals as part of overall management reviews. Included are final copies of the studies, comments, and coordinating actions, and related information.

Disposition: Destroy upon approval or disapproval of proposal, or when no longer needed for current operations.

FN: 11-27a

Title: Energy surveys and studies

Authority: NC1-AU-78-90

Privacy Act: Not applicable.

Description: Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings. Includes surveys by other agencies or contractors using visual and instrumental techniques, study reports, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 5 years after next comparable investigation, survey, or study, or when no longer needed for current operations.
 - b. Other offices and tables of organization and equipment (TOE) units: Destroy when no longer necessary.
-

FN: 11-27b

Title: Energy conservation projects

Authority: NC1-AU-77-164

Privacy Act: Not applicable.

Description: Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and constructing facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements and similar information.

Disposition: Destroy 5 years after completion of project.

FN: 11-27c

Title: Energy conservation reports

Authority: NC1-AU-77-164

Privacy Act: Not applicable.

Description: Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy

Table B-5**File category 11: Army programs—Continued**

Information System reports, Department of Energy data requirements, and information collected for higher level agencies, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
 - b. Other offices: Destroy after 11 years. Retain in CFA or RHA, do not retire.
-

FN: 11-28a

Title: Resources conservation program and goal schedule files(Rescinded; use FN 11-18d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 11-28b

Title: Resources conservation program reporting files(Rescinded; use FN 11-18e.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 11-30a

Title: CAPSTONE program

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to the preparation, coordination, and approval of war plans and field standing operating procedures under the CAPSTONE program. Included are plans, standing operating procedures (SOPs), documentation on planning activities with subordinate headquarters through conferences and meetings, training exercises, Reserve Component (RC) inactive duty training and annual training visits, and related information.

Disposition:

- a. Office responsible for CAPSTONE program Army-wide: Permanent. Place in active file on supersession or obsolescence and cut off at the end of that year.
 - b. Other offices: Destroy copies of plans on supersession or obsolescence, and destroy other information after 2 years.
-

FN: 11-37a

Title: Operation reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Unit or disbursing officers' retained copies of monthly report of operations, report of discounts on contracts and purchase orders, and comparable information.

Disposition: Destroy after 1 year.

B-6. File category 12: Army programs

a. Prescribing directives.

- (1) AR 12-1, Security Assistance Policy, Objectives, and Responsibilities.
- (2) AR 12-6, Munitions Control Program.
- (3) AR 12-7, Technical Assistance Field Teams (TAFT) and Technical Assistance Teams (TAT).
- (4) AR 12-8, Foreign Military Sales Operations/Procedures.
- (5) AR 12-10, Military Assistance Grant Aid Operations and Procedures.
- (6) AR 12-12, Processing Discrepancy Reports Against Foreign Military Sales Shipments.
- (7) AR 12-15, Joint Security Assistance Training (JSAT) Regulation.

b. Description. These records concern responsibilities, policies, functions, and procedures pertaining to security assistance. See table B-6.

Table B-6**File category 12: Security assistance****FN:** 12**Title:** General security assistance correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature, and other information relating to security assistance which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to security assistance that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 12-1a**Title:** Security assistance plans**Authority:** NC1-AU-77-27**Privacy Act:** Not applicable.

Description: Information relating to foreign military force objectives, priorities, threats, missions, force requirements, and force development. Included are DA submissions to the Joint Planning System and the Department of Transportation Planning, Programing, and Budgeting System, proposals for security assistance materiel and services to be provided foreign countries, to include justification, priorities, impact on U.S. forces, and related military implications, and related information.

Disposition: Permanent. PIF when superseded by new document and cut off at the end of that year.

FN: 12-2a**Title:** Security assistance organization files**Authority:** NC1-AU-77-28**Privacy Act:** Not applicable.

Description: Information relating to U.S. organizations involved in U.S. Security Assistance Program, such as the State Department, Office of the Secretary of Defense, Army organizations, joint Military Assistance Advisory Groups (MAAGs), and similar organizations. Included are lists of organizations, mission and functional statements, terms of reference, tables of organization and distribution, definition of administrative and logistical support to be provided by MAAGs and similar groups, and related information.

Disposition: Destroy after 5 years.

FN: 12-2b**Title:** Security assistance personnel files**Authority:** NC1-AU-77-29**Privacy Act:** OPM GOVT-1 and AO001bTAPC

Description: Information relating to the selection, training, and assignment of U.S. personnel engaged in security assistance activities in the Foreign Area Officer Program and the personnel exchange program with armies of other nations. Included are program policy statements, qualifications and training requirements, to include language and country training requirements, program guidance, selection, assignment, and administrative procedures, and related information.

Disposition:

a. Office having Army-wide responsibility: Permanent

b. MAAGs and Missions: Permanent.

c. Other offices: Destroy after 2 years.

FN: 12-5a**Table B-6****File category 12: Security assistance—Continued****Title:** Security assistance programs**Authority:** NC1-AU-77-26**Privacy Act:** Not applicable.

Description: Information relating to U.S. foreign assistance activities provided under the International Security Assistance Act and the Arms Export Control Act, in the areas of foreign policy, national security, defense strategy, treaty and agreement negotiations between the U.S. and foreign governments, military assistance (grant aid), and foreign military sales. Included are copies of present and proposed legislation and executive orders, statements of policy, joint strategic objective plans, requests to Congress for changes in legislation, copies of treaties and agreements, and related information.

Disposition: Permanent.

FN: 12-6a**Title:** Commercial arms export cases**Authority:** NC1-AU-86-6**Privacy Act:** AO001aTAPC

Description: Information pertaining to applications submitted by U.S. firms or persons for license to export items on the U.S. Munitions List to a foreign firm or government. Included are applications, coordination actions, recommendations, indexes, and similar information.

Disposition:

a. Office having Army-wide responsibility (case files): Destroy after 7 years.

b. Other offices (case files): Destroy after 2 years.

c. Indexes: Destroy after final disposition of all cases on the index.

FN: 12-6b**Title:** Manufacturing license and technical assistance agreements**Authority:** NC1-AU-86-5**Privacy Act:** Not applicable.

Description: Copies of agreements and amendments between U.S. and foreign entities for the manufacture abroad or the furnishing abroad of technical assistance relating to U.S. Munitions List articles.

Disposition:

a. Case files: Destroy upon expiration of agreement.

b. Indexes: Destroy after final disposition of all cases on the index.

FN: 12-7a**Title:** Security assistance personnel files (Rescinded; use FN 12-2b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 12-8a**Title:** Security assistance programs (Rescinded; use FN 12-5a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 12-8b**Title:** ILP requirements**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

Description: Information relating to the requirements of foreign countries for materiel and services. Included is information reflecting requirements for individual countries, copies of programs, DOD Offer and Acceptances and amendments, information relating to logistics and fiscal areas pertinent to International Logistics Programs (ILP), and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent. PIF when superseded by a new program, when the case is closed, or when actions are completed, and cut off at the end of that year.

b. Other offices: Destroy 2 years after superseded by a new program, when the case is closed, or when action is completed.

FN: 12-8c**Title:** LP accounts**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

Description: Information accumulated because of International Logistics Programs authorized by Congress. Included are shipping

Table B-6**File category 12: Security assistance—Continued**

documents and property documents pertaining to the receipt, issue, storage, and shipment of equipment and supplies. These documents may be filed and disposed of with other property account files or may be maintained separately. Note: Receipts signed by foreign country representatives will be disposed of as foreign government receipts described below.

Disposition: Destroy after 2 years.

FN: 12-8d

Title: Foreign government receipts

Authority: NN-166-96

Privacy Act: Not applicable.

Description: Information bearing the signature of a representative of a foreign government or other duly authorized representative, such as a freight forwarder, carrier, or in-country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping documents, U.S. Postal Service receipt forms, and other types of documentation evidencing receipt of materiel from the U.S. Army by a foreign country.

Disposition: Destroy after 10 years. Retire after 2 years.

FN: 12-8e

Title: ILP reports

Authority: NC1-AU-78-110

Privacy Act: Not applicable.

Description: Reports relating to International Logistics Programs, such as delivery schedules report, ocean shipment reports, status of supply, and comparable reports.

Disposition:

a. Office having Army-wide responsibility:

(1) Year-end summary or consolidated reports: Permanent

(2) Other reports: Destroy after 1 year or on extraction of data, whichever is first.

b. Other offices: Destroy after 1 year.

FN: 12-10a

Title: Security assistance programs—grant aid

Authority: NC1-AU-77-26

Privacy Act: Not applicable.

Description: Information relating to U.S. foreign assistance activities provided under the International Security Assistance Act and the Arms Export Control Act, in the areas of foreign policy, national security, defense strategy, treaty and agreement negotiations between the U.S. and foreign governments, military assistance (grant aid), and foreign military sales. Included are copies of present and proposed legislation and executive orders, statements of policy, joint strategic objective plans, requests to Congress for changes in legislation, copies of treaties and agreements, and related information.

Disposition: Permanent.

FN: 12-12a

Title: Report of Discrepancy (ROD) — Foreign Military Sales (FMS)

Authority: N1-AU-90-15

Privacy Act: Not applicable.

Description: SF 364 (Report of Discrepancy (ROD)), submitted by FMS purchasers will report discrepancies on FMS concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers. Reporting of discrepancies on grant aid will be processed under AR 735-11-2 and FN735-11-2a will be used.

Disposition: Destroy after 2 years.

FN: 12-15a

Title: Foreign training programs

Authority: NC1-AU-81-14

Privacy Act: Not applicable.

Description: Documents relating to developing programs for training foreign nationals by U.S. Army schools, facilities, mobile training teams, contractor technicians, and training missions and groups. Included are communications on training requirements with the foreign army concerned, training program requirements reports, foreign training conference reports, program guidance refined programs, and related documents.

Disposition:

a. Office having Army-wide responsibility and MAAGs and

Table B-6**File category 12: Security assistance—Continued**

Missions: Permanent.

b. U.S. Army Institute for Military Assistance: Permanent. Retire after 7 years at the installation.

c. Offices of MACOM Headquarters: Destroy after 5 years.

d. Other offices: Destroy after 2 years.

FN: 12-15b

Title: Foreign training program controls

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents about type of training, number of spaces programmed, number and cost of training spaces allocated, operating balances by category, similar data for each grant country program, program control accounts, and related documents.

Disposition: Permanent.

FN: 12-15c

Title: Mission training

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents accumulated by missions from helping foreign nations to establish and operate training systems and facilities.

Disposition: Permanent.

FN: 12-15d

Title: Observer and orientation training

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents relating to observer or on-the-job training at Army installations, orientation courses, visits, orientation and observer visits by senior foreign military personnel to acquaint them with Army methods and training, visit or training requests, authorizations, acceptances, coordinations, itineraries, and related documents.

Disposition:

a. Offices having Army-wide staff responsibility: Destroy after 15 years.

b. Other offices: Destroy after 2 years.

FN: 12-15e

Title: Training assistance

Authority: NC1-AU-81-14

Privacy Act: Not applicable.

Description: Documents related to training in foreign nations by mobile training teams and contractor technicians. Included are requests for training teams, comments of major commands, acceptances, cancellations, foreign training effectiveness reports, and related documents.

Disposition:

a. Offices having Army-wide staff responsibility: Permanent.

b. Units in a combat environment or designated as combat support elements: Permanent.

c. U.S. Army Institute for Military Assistance: Permanent. Retire after 7 years at installation.

d. Other offices: Destroy after 2 years.

FN: 12-15f

Title: Foreign national personnel files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents on selecting and processing foreign nationals for training in U.S. Army facilities. Included are biographical data on the students, other foreign student data, copies of academic reports, and related documents.

Note: Army schools will use FN 12-15i for documents pertaining to foreign students.

Disposition:

a. MAAGs and missions: Destroy when no longer needed for reference.

b. Other offices: Destroy after 5 years.

FN: 12-15g

Title: Foreign national reserve training

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to arranging training for foreign nationals on active or reserve status in the armed forces of an entitled nation. This consists of training with the Army National Guard and U.S.

Table B-6**File category 12: Security assistance—Continued**

Army Reserve. Included are applications for the training, approvals, recommendations, designations of training unit, and related documents.
Disposition: Destroy after 2 years.

FN: 12-15h

Title: Foreign training reports

Authority: NC1-AU-79-80

Privacy Act: Not applicable.

Description: Documents on the status of foreign nationals in U.S. Army installations, oversea schools, and third country schools and installations. Included are training reports and related documents.

Disposition:

- a. Offices having Army-wide staff responsibility: Destroy after 20 years.
- b. Offices of major command headquarters: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

FN: 12-15i

Title: Foreign student files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents on each foreign student receiving training at Army schools. Included are invitations to American homes, miscellaneous reports to foreign embassies, copies of invitational travel orders, arrival notices, departure notices, individual academic reports, and related documents.

Disposition: Destroy 2 years after completion of the course.

FN: 12-15j

Title: Foreign student officer files

Authority: NC1-AU-79-5

Privacy Act: Not applicable.

Description: Documents on relationships with foreign student officers. This also includes matters concerning quotas to attend U.S. schools, their medical care, housing, and related matters.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 12-15k

Title: Requests for hospitalization of foreign nationals

Authority: NN-174-77

Privacy Act: Not applicable.

Description: Documents on requests for hospitalization of foreign nationals to include correspondence, biographic data, messages, embassy and service position papers, and related documents.

Disposition: Destroy after 25 years.

B-7. File category 15: Boards, commissions, and committees

a. Prescribing directives.

- (1) AR 15-1, Committee Management.
- (2) AR 15-6, Procedures for Investigating Officers and Boards of Officers.
- (3) AR 15-8, Army Science Board.
- (4) AR 15-11, Department of the Army Participation on the DOD Advisory Committee on Federal Aviation.
- (5) AR 15-34, Department of the Army Individual Service Review Board.
- (6) AR 15-160, Army Discharge Review Board.
- (7) AR 15-185, Army Board for Correction of Military Records.
- (8) ER 15-2-2, Foreign-Trade Zones—Establishment, Operation Maintenance, and Administration.
- (9) ER 15-2-9, Civil Works.

b. Description. These records concern establishment, mission, membership, and functions of boards, commissions, and committees, both internal and external to DA, on which the Army provides representation. See table B-7.

Table B-7**File category 15: Boards, commissions, and committees**

FN: 15

Title: General boards, commissions, and committees correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to boards, commissions, and committees which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to boards, commissions, and committees that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. **ACTION:** Destroy after 2 years.
- b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 15-1a

Title: Committee files

Authority: NC1-AU-85-14

Privacy Act: Not applicable.

Description: Information on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the DA takes part, as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee, charters, terms of reference, and comments on them, directives establishing, changing, continuing, or dissolving the committee, information nominating, approving, appointing, and relieving committee members, notices, agenda, minutes, and reports of committee meetings, and similar information.

Disposition:

- a. Elements of HQDA, MACOM and major Army subcommand (SUBMACOM): Permanent. Retire when no longer needed for current operations.
- b. Elements at other command levels: Destroy when no longer needed for current operations.

FN: 15-1b

Title: NSC planning board files

Authority: NC1-AU-78-53

Privacy Act: Not applicable.

Description: Information relating to the planning board of the National Security Council (NSC). They involve the receipt, analysis, coordination, and establishment of an Army view, and recommendations on, or similar actions with respect to, information of the board. Included are drafts of the action paper, memorandums of action to be taken on the paper, comments of coordinating agencies, statements of the Army view, and similar information.

Disposition: Permanent. Retire when no longer needed for current operations.

FN: 15-1c

Title: Committee management files

Authority: NC1-AU-78-18

Privacy Act: Not applicable.

Description: Information used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees.

Table B-7**File category 15: Boards, commissions, and committees—Continued**

charters, terms or references, and agreements, copies of directives authorizing the establishment of committees and comments on them, committee inventory data, and related information.

Disposition:

- a. Office of DA committee management officer: Permanent. Retire on disapproval or dissolution of the committee.
- b. Offices of agency and command committee management officers: Destroy 1 year after disapproval or dissolution of the committee.
- c. Reviewing and commenting offices: Destroy after 2 years.

FN: 15-1d**Title:** Advisory committee activity reports**Authority:** NC1-AU-81-6**Privacy Act:** Not applicable.

Description: Information reflecting name, data established or approved for continuation, function, names and affiliations of members, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, Army-wide consolidations or summaries, and information directly related to them.

Disposition:

- a. Office requiring the report:
 - (1) Army-wide summaries or consolidations: Destroy after 5 years.
 - (2) Feeder reports: Destroy after 2 years.
- b. Other offices: Destroy after 2 years.

FN: 15-1e**Title:** International Joint Board files**Authority:** NC1-AU-78-6**Privacy Act:** Not applicable.

Description: Information on the activities of the U.S. sections of international boards, established by the International Joint Commission at the request of the Government of the United States and Canada or Mexico to conduct special studies and investigations concerning boundary waters. Included are minutes of board meetings, public notices, transcripts of public hearings and proceedings, board progress reports to the International Joint Commission, instructions and policy statements, reports of inspection trips, supplemental reports, final reports of boards and the International Joint Commission, and related information.

Disposition:

- a. OCE: Permanent. Retire on discontinuance of the board.
- b. Office of board chairperson or secretariat, whichever is office of record, and office of members in which a foreign government is office of record: Permanent. Retire when no longer needed for current operations.

FN: 15-1f**Title:** International Board of Control reports. (Rescinded; use FN15-1e.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 15-1g**Title:** NSC references**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting decisions of the NSC maintained for reference, including correspondence related to the distribution of this information.

Disposition: Destroy on supersession, obsolescence, or when no longer needed for reference.

FN: 15-2-2a**Title:** Violation warning files**Authority:** NC1-AU-78-33**Privacy Act:** Not applicable.

Description: Information on warning citations issued as a result of violations of Chapter III, Title 36, Code of Federal Regulations. Included are U.S. Army Corps of Engineers warning citations issued in accordance with Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818).

Disposition: Destroy after 1 year.

FN: 15-2-2b

Table B-7**File category 15: Boards, commissions, and committees—Continued**

Title: Foreign trade zone files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on Army involvement in the establishment, operation, maintenance, and administration of foreign trade zones. Included are rules and regulations to establish and operate foreign trade zones, public hearings, technical reports, requests for review of proposed construction or alteration, inspection requests, construction plans, feasibility and inspection reports, environmental impact statements, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 15-2-9a**Title:** Civil works planning and development files**Authority:** NC1-AU-78-6**Privacy Act:** Not applicable.

Description: Information on the long-range planning and development of civil works activities, but exclusive of specific files herein.

Disposition:

- a. OCE: Permanent.
- b. Field offices: Destroy after 5 years.

FN: 15-6a**Title:** Validations**Authority:** NN-165-15**Privacy Act:** A0037-103cSAFM

Description: Information on the administrative review, continuing study, and preparation of quarterly comprehensive analyses in connection with incidents of suspected fraud or improper payment. Included are copies of vouchers, copies of orders, copies of notices of exception, copies of military pay orders, copies of pay adjustment authorizations, copies of dependency, sworn statements, and similar information.

Disposition: Destroy 3 years after determination or judgment is made.

FN: 15-6b**Title:** Reports of investigation**Authority:** To be determined**Privacy Act:** Not applicable.

Description: Information on investigations conducted pursuant to AR15-6. Includes the memorandum of appointment (if any) for the investigating officer or board, forms or reports of proceedings, witness statements, documentary evidence, and related information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 15-8a**Title:** Army Science Board files**Authority:** NC1-AU-85-64**Privacy Act:** Not applicable.

Description: Information accumulated by the Executive Secretary of the Army Science Board concerning review and evaluation, appraisal of facilities, and study and recommendations on special problems of research and development in the Army. Included is information reflecting actions taken and matters considered by the board, such as agenda of meetings, minutes of meetings, reports and recommendations distributed to panel members, and similar information.

Disposition:

- a. Army Science Board Secretariat: Permanent. Retire when no longer needed for current operations.
- b. Army Science Board Executive Review Board: Destroy when no longer needed for current operations.

FN: 15-11a**Title:** Aviation policies**Authority:** NC1-AU-77-110**Privacy Act:** Not applicable.

Description: Information relating to the preparation, review, approval, and issue of plans, programs, and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
 - b. Coordinating offices: Destroy after 2 years.
-

Table B-7**File category 15: Boards, commissions, and committees—Continued****FN:** 15-34a**Title:** Civilian-contractual service review board files**Authority:** NC1-AU-84-33**Privacy Act:** A0015-34DARF**Description:** Information accumulated by the DA Individual Service Review Board in determining an applicant's membership in a civilian or contractual group whose services were considered active military service. Included are control cards, initial applications, copies of board actions, reconsiderations, and similar information.**Disposition:**

a. Control cards: Permanent.

b. Documentation relating to approved requests: Approved requests result in creation of an Official Military Personnel File (OMPF), which is then retired to National Personnel Records Center. Disposition of the OMPF is governed by FN 640-10b.

c. Documentation relating to disapproved requests: Destroy after 2 years.

FN: 15-36a**Title:** Unsolicited proposals (Rescinded; use FN 27-60ss.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 15-180a**Title:** Army Discharge Review Board files**Authority:** NN-168-116**Privacy Act:** A0015-180SFMR**Description:** Documents relating to the review of discharge or dismissal of former members of the Army to determine if the discharge or dismissal was equitably and properly given. Included are case files consisting of briefs of the Military Personnel Records Jacket files, transcript of the hearing, if any, affidavits, copies of presiding officers' notes, the rationale of the board, briefs or arguments submitted by the counsels or attorneys, a copy of the Secretary of the Army directive, correspondence, and related documents.**Disposition:** Destroy after 5 years.**FN:** 15-185a**Title:** Correction of military records cases**Authority:** NC1-AU-83-9**Privacy Act:** A0015-185SFMR**Description:** Documents reflecting action taken by the Army boards and the Secretary of the Army on applications for correction of military records. Included in each case are applications, transcripts of testimony, and documents considered by the board, briefs and written arguments, findings, conclusions and recommendations of the board, and similar documents.**Disposition:** Destroy after 20 years.**B-8. File category 18: Army automation**a. *Prescribing directives.* TB 18-107, Automatic Data Processing Equipment Operations Management.b. *Description.* These records concern automatic data processing equipment operations. See table B-8. Also, see the 25series files.**Table B-8****File category 18: Army automation****FN:** 18**Title:** General Army automation correspondence files. (Rescinded. Use FN 25, General information management correspondence files.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-3a**Title:** ADP management reports. (Rescinded. Use FN 25-1ddd.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Table B-8****File category 18: Army automation—Continued****Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-7a**Title:** ADPE inventory files. (Rescinded. Use FN 25-1eee.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-7b**Title:** ADP system and program design and specifications. (Rescinded, use FN 25-1fff.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-7c**Title:** Data processing registers and schedules. (Rescinded, use FN25-1ggg.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-7d**Title:** Data processing controls and balances (Rescinded, use FN25-1hhh.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 18-107a**Title:** Machine listings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Hard copy listings used in the processing facility for verification purposes or to provide services to other elements.**Disposition:** Destroy on completion of next comparable report, tabulation, brief, or similar information, or when intended purpose has been served.**FN:** 18-107b**Title:** Scratch tapes (or other magnetic media)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Magnetic media used to facilitate general computer runs, such as sort and merge runs.**Disposition:** Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.**FN:** 18-107c**Title:** Test tapes (or other magnetic media)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Magnetic media used in testing a proposed system.**Disposition:** Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.**FN:** 18-107d**Title:** Program tapes or disk extracts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Program tapes or disk extracts containing sequence of instructions to accomplish processing of data or to solve problems.**Disposition:** Destroy 1 year after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. If permanent magnetic data has been retired, the related system, program, or job operating files will be retired as permanent files.**FN:** 18-107e**Title:** Raw data input**Authority:** NN-166-204**Privacy Act:** Not applicable.

Table B-8**File category 18: Army automation—Continued**

Description: Raw data input tapes containing data abstracted from source information and entered in the system for the first time.

Disposition: Blank after raw data is processed into final data and proved to be satisfactory.

FN: 18-107f

Title: Analog magnetic tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Analog magnetic tapes containing data received directly from various experimental sensor instruments, such as outer space orbiting craft, oceanographic, geophysical, and medical research.

Disposition: Blank after all meaningful data has been converted to digital magnetic tape and satisfactorily analyzed.

FN: 18-107g

Title: Working tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Working tapes containing output data from one run to a subsequent run which manipulates, sorts, and moves data through the system. Includes such edit steps as pre-edit, correction, stripping, rejection reading, unmatched data elimination error listing, and weighting.

Disposition: Blank when no longer needed for current operations.

FN: 18-107h

Title: Transaction tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Transaction tapes containing valid file of items used with master data tape input file for creation of master data output file.

Disposition: Blank when no longer needed for current operations.

FN: 18-107i

Title: Master continuous update tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Master continuous update tapes containing data created by merging of prior master file with valid transaction data to create a new master file which includes cumulative data of all information producing query services.

Disposition: Blank when no longer needed for current operations.

FN: 18-107j

Title: Scientific master data tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Scientific master data tapes containing data created from analog magnetic tape or transferred directly to digital magnetic tape for scientific measurement of astronomic, outer space, oceanographic phenomena, air and water quality, and medical research measurements.

Disposition: Blank when no longer needed for current operations.

FN: 18-107k

Title: Summary data tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Summary data tapes containing data from valid transaction or master file data.

Disposition: Blank in accordance with related master file.

FN: 18-107m

Title: Print tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Print tapes containing source output data from the system (without destroying the source tapes) and used for printing publications, ledgers, tables, registers, and reports.

Disposition: Blank after output has been released and approved.

FN: 18-107n

Title: Reformed data tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reformed data tapes containing essentially duplicate data

Table B-8**File category 18: Army automation—Continued**

from the master tape which were created for use in additional computer hardware, generally for community use.

Disposition: Blank when determined no longer needed for current operations.

FN: 18-107p

Title: Security back-up tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Security back-up tapes containing identical data to master data tapes and retained as security in case master tape is damaged or inadvertently erased.

Disposition: Blank in accordance with related master file.

FN: 18-107q

Title: Information retrieval files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information retrieval files which are indexes or tracking systems to MRR or hard copy systems.

Disposition: Retain or dispose of in accordance with related system.

B-9. File category 20: Assistance, inspections, investigations, and follow-up

a. Prescribing directive. AR 20-1, Inspector General Activities and Procedures.

b. Description. These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations and materiel inspections which are placed in other appropriate subject series. See table B-9.

Table B-9**File category 20: Assistance, inspections, investigations, and follow-up**

FN: 20

Title: General assistance, inspections, investigations, and follow-up correspondence files.

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to assistance, inspections, investigations, and follow-up which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) **Description:**

b. NONACTION: Matters relating to assistance, inspections, investigations, and follow-up that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 20-1a

Title: IG inspections (field commands not reporting directly to HQDA)

Authority: NC-AU-19-75

Privacy Act: Not applicable.

Table B-9**File category 20: Assistance, inspections, investigations, and follow-up—Continued**

Description: Information accumulated by other commands, installations, activities, and units, whether or not an inspector general (IG) is authorized on the staff. Included are inspection reports and related information pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command, and similar files pertaining to inspections made of the command by higher authority.

Disposition: The inspecting agency may destroy 1 year after the next comparable inspection or 1 year after the approved recommendations have been implemented. Other agencies destroy when no longer needed for current operations.

FN: 20-1b

Title: IG investigations

Authority: NC1-AU-79-39

Privacy Act: A0020-1aSAIG

Description: Information relating to investigations and inquiries conducted by inspectors general. Included are reports of investigations, inquiries, and related information, divided into four categories:

a. Information on cases that attract widespread public or congressional attention, grow out of the Office of the Inspector General (OTIG) investigations of alleged violations of laws, executive orders, and directives that define the permissible scope of U.S. intelligence activities, develop into investigations of espionage, sabotage, or subversion, involve systemic problems in Army administration, result in significant change in Army organization or policies, or are deemed to be historically significant by OTIG.

b. Other information accumulated in HQDA offices and in field commands authorized an inspector general who also reports directly to HQDA (but excluding field commands in a combat environment or designated as combat support elements in a combat environment).

c. Information accumulated by all other elements not in a combat environment, and not designated as combat support elements in a combat environment.

d. Information accumulated by units in a combat environment or designated as combat support elements at these levels:

(1) Division headquarters or higher.

(2) All other levels.

Disposition:

a. For a above: Permanent.

b. For b above: Destroy after 5 years.

c. For c above: Destroy after 3 years.

d. For d(1) above: Permanent.

e. For d(2) above: Destroy after 3 years.

FN: 20-1c

Title: Office inspections and surveys (Rescinded; use FN 1c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 20-1d

Title: Physical inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar information.

Disposition: Destroy after 1 year.

FN: 20-1e

Title: IG assistance

Authority: NC1-AU-79-9

Privacy Act: A0020-1bSAIG

Description: Information accumulated in the process of receiving, inquiring into, and responding to complaints, allegations, and requests for help (assistance) that are referred to an IG. Included are Inspector General Action Requests (IGAR), statements, correspondence, and related information.

Disposition: Destroy 2 years after case is closed.

FN: 20-1f

Title: IG Inspections (HQDA)

Authority: NC1-AU-79-39

Table B-9**File category 20: Assistance, inspections, investigations, and follow-up—Continued**

Privacy Act: Not applicable.

Description: Information relating to inspections conducted by inspectors general. Included are inspection reports and related information pertaining to annual general, procurement, special, nuclear surety, and Federal recognition inspections made of or conducted by a HQDA agency.

Disposition:

a. Annual general and special inspection files created and maintained by the OTIG and other DA staff agencies authorized an inspector general: Permanent. PIF on completion of next inspection and cut off at the end of that year.

b. All other inspection files: Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

FN: 20-1g

Title: IG inspections (field commands reporting directly to HQDA)

Authority: NC1-AU-79-39

Privacy Act: Not applicable.

Description: Information accumulated by commands authorized an inspector general and also reporting directly to HQDA. Included are inspection reports and related information pertaining to annual general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command and similar files pertaining to inspections made of the command by higher authority.

Disposition:

a. Annual general and special inspections of major subordinate commands directed by major commands: Permanent. PIF on completion of next comparable inspection and cut off at the end of that year, or cut off after 5 years, whichever is sooner.

b. All other inspection files: Destroy 1 year after next comparable inspection, or after 5 years, whichever is sooner.

B-10. File category 25: Information management*a. Prescribing directives.*

(1) AR 25-1, The Army Information Resources Management Program.

(2) AR 25-3, Army Life Cycle Management of Information Systems.

(3) AR 25-6, Military Affiliate Radio System (MARS).

(4) AR 25-30, The Army Integrated Publishing and Printing Program.

(5) AR 25-50, Preparing and Managing Correspondence.

(6) AR 25-55, The Department of the Army Freedom of Information Act Program.

(7) AR 25-400-2, The Modern Army Recordkeeping System (MARKS).

b. Description. These records concern planning, policies, procedures, architectures, and responsibilities pertaining to information management; life cycle management of information systems; and records pertaining to all six Information Mission Area (IMA) disciplines (communications, automation, records management, visual information, libraries, and publications and printing). See table B-10.

Table B-10**File category 25: Information management**

FN: 25

Title: General information management correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other

Table B-10**File category 25: Information management—Continued**

transactions of a general, routine, and administrative nature; and other information relating to information management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to information management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. **ACTION:** Destroy after 2 years.
- b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 25-1a

Title: Army Information Resources Management Program

Authority: N1-AU-87-5

Privacy Act: Not applicable.

Description: Information that documents the establishment of management structure, methodology, and concept of operations in support of the Army Information Resources Management Program. Included is documentation of strategic information requirements, theater or tactical information requirements, and sustaining base information requirements, development of information architecture framework, establishment of priorities, goals, and objectives, configuration controls, evaluation of initiatives, formal information requirements studies, and related information.

Disposition:

- a. Office with Army-wide responsibility: Permanent.
- b. MACOMs and agencies or activities reporting directly to HQDA: Destroy after 10 years.
- c. Other offices: Destroy when no longer needed for current operations.

FN: 25-1b

Title: HQDA information management modernization plans (MODPLAN)

Authority: N1-AU-87-7

Privacy Act: Not applicable.

Description: Information which provides policy, annual guidance, and approved architecture to the Army. The plan is the culmination of annual submissions from the Army at large and is written after receipt, review, evaluation, validation, and approval of individual plans. Included are the record copy of the approved plan, new information initiatives processed, validations, integrations, and consolidations of MACOM plans and other plans of the IMA, and related information.

Disposition:

- a. Office with Army-wide responsibility: Destroy after 17 years.
- b. ASA(FM), reviewing offices, and HQDA Select Committee (SELCOM): Destroy after 2 years.
- c. Other offices: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 25-1c

Title: MACOM MODPLAN; Installation requirement statements/initiatives

Authority: N1-AU-87-6

Privacy Act: Not applicable.

Description: Information documenting the process through which Sustaining Base requirement statements (RS) and initiatives are identified and approved. These initiatives describe information requirements and conform to information architecture. Included in the documentation of annual packages are—

- a. Information objective summaries, reference drawings and diagrams, situation summaries, needs evaluations, resource summaries, and coordination summaries.
- b. Sustaining Base initiatives.
- c. Out-of-cycle initiatives, including configuration or implementation strategies, approved projects requiring additional resources, urgent requirements and prototypes, approvals, and disapprovals.
- d. Listings of all new initiatives.
- e. Joint or strategic initiatives identified by MACOMs, including interim theater or tactical or strategic systems.

Table B-10**File category 25: Information management—Continued**

f. Specific addenda to initiative information requirement resource summary.

Disposition:

- a. Office with Army-wide responsibility: Destroy after 10 years.
- b. MACOMs and other entities reporting directly to HQDA: Destroy after 10 years.
- c. Installations and other offices: Destroy when no longer needed for current operations.

FN: 25-1d

Title: Information manager designations/appointments

Authority: N1-AU-87-4

Privacy Act: AO001DAPE

Description: Documentation of the designation or appointment of information managers at all levels of the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.

Disposition: Destroy 1 year after termination of designation or appointment.

FN: 25-1e

Title: Capability request for IMA resources

Authority: N1-AU-87-20

Privacy Act: Not applicable.

Description: Requests for IMA services and information submitted to DOIMs reflecting requirements, validations, and approval or disapproval of IMA resources authorized in an approved information management modernization plan, and related information.

Disposition:

- a. Approved requirements:
 - (1) Requesting office: Destroy 1 year after disposal of resource or termination of service.
 - (2) Approving office: Destroy after 5 years or when no longer needed for current operations whichever is shorter.
- b. Disapproved requirements: Destroy after 1 year.

FN: 25-1f

Title: Army Library Management Reporting Systems (ALMRS)

Authority: N1-AU-88-13

Privacy Act: Not applicable.

Description: Consolidated data and reports, to include DA Form 5444-R (Army Library Management Reporting System), to support management planning and decision making (at HQDA, MACOM, or activity levels). Includes information reflecting library services, resources, personnel, funding, collections of material, and similar information.

Disposition:

- a. Office requiring the report:
 - (1) Source documents: Destroy after inputting to the database.
 - (2) Database: Erase after system is no longer in effect, or no longer needed for current operations.
- b. Other offices: Destroy after 2 years.

FN: 25-1g

Title: Information management surveys

Authority: GRS 16, item 5

Privacy Act: Not applicable.

Description: Information relating to staff visits and surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, information management operations and programs. Included are notifications of visits, reports of visits and surveys, reports or corrective action taken, and similar information.

Disposition: Destroy 2 years after next comparable visit or survey.

FN: 25-1h

Title: Information management survey background files

Authority: GRS 16, item 5

Privacy Act: Not applicable.

Description: Information used in preparing for information management surveys. Included are organizational charts, statements of function, copies of information management directives, lists of personnel responsible for information management, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar information.

Disposition: Destroy 2 years after next comparable visit or survey.

FN: 25-1i

Table B-10**File category 25: Information management—Continued****Title:** Records Management Program**Authority:** GRS 16, Item 7**Privacy Act:** Not applicable.**Description:** Reports, correspondence, authorizations, and related information concerning the development and improvement of records management. Included is information relating to forms, correspondence, mail, reports, and files management, the use of microforms, automatic data processing and word processing, vital records programs, and related information not included elsewhere in this series.**Disposition:** Destroy after 6 years.**FN:** 25-1j**Title:** Telecommunications center operations**Authority:** NC1-AU-79-36**Privacy Act:** Not applicable.**Description:** Information relating to the operation of telecommunications centers and concerning the transmission and receipt of electrically transmitted messages. Included are message registers, supervisory logs, performance reports, interference reports, maintenance work orders, frequency logs, and similar information, but exclusive of other files described in this section.**Disposition:** Telecommunications centers: Destroy after 1 year.**FN:** 25-1k**Title:** Telecommunications center messages**Authority:** NC1-AU-85-58**Privacy Act:** Not applicable.**Description:** These files contain reference copies of incoming and original authenticated copies of outgoing messages maintained in telecommunications centers, message centers, and official mail rooms. Note: The office of origin, or office assigned action on an incoming message, is responsible for filing the record copy of the message under the appropriate file number of this regulation.**Disposition:**

a. Pentagon Consolidated Telecommunications Center:

(1) Messages: Permanent. Retire one silver halide microform set and one diazo or vesicular duplicate to the WNRC after 1 year. Note: The silver halide microform set must meet appropriate archival standards.

(2) Distribution lists: Destroy when no longer needed for current operations.

b. Other telecommunication centers: Destroy after 1 year. Earlier disposal is authorized.

FN: 25-1m**Title:** Telecommunication reporting exceptions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to exceptions granted to the required submission of reports.**Disposition:** Destroy on termination of the exception.**FN:** 25-1n**Title:** Frequency usage reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports of frequency usage required for inclusion in the Joint Radio Frequency Usage Report. This information is used for justification and retention of Army frequency assignments.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 2 years.

b. Other offices: Destroy after 1 year.

FN: 25-1p**Title:** Army transport radio logbooks**Authority:** NC1-AU-78-118**Privacy Act:** Not applicable.**Description:** Logs containing a record of all messages received and transmitted by a transport radio station.**Disposition:** Destroy after 10 years.**FN:** 25-1q**Title:** Operator's number sheets**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information indicating the numbers of messages handled on a circuit or channel or piece of communications equipment.**Table B-10****File category 25: Information management—Continued****Disposition:** Withdraw and destroy after 30 days**FN:** 25-1r**Title:** Circuit usage reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting data on hourly circuit usage of fixed communications facilities equipped with circuit usage recording devices. The reports are used by personnel responsible for engineering to provide facilities for only those hours actually required for traffic, in order to effect further economies in operation.**Disposition:** Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first.**FN:** 25-1s**Title:** Telephone traffic data reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting telephone traffic data, estimated future lines and stations, summary of equipment, 2-minute counts of equipment used, half-hourly readings of all registers (meters), and calls handled at attendants positions.**Disposition:** Destroy after 2 years.**FN:** 25-1t**Title:** Telephone circuit usage reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Army long lines administrative telephone circuit usage report and similar reports on long-distance calls over leased lines, long-distance calls passed to commercial circuits because of busy lines, and other similar and related data.**Disposition:**

a. Office having Army-wide responsibility: Destroy after 6 months.

b. Other offices: Destroy after 3 months.

FN: 25-1u**Title:** Telephone toll tickets**Authority:** NC1-AU-77-21**Privacy Act:** Not applicable.**Description:** Tickets prepared by the Army operators for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.**Disposition:**

a. Defense Telephone Service: Destroy after 3 years.

b. Other offices: Destroy after 1 year.

FN: 25-1v**Title:** Telephone toll call reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports of all authorized official outgoing and incoming collect, toll calls.**Disposition:** Destroy after 3 months, except when discrepancies between these records and toll tickets are found, in which case the files will be held until corrective action has been completed.**FN:** 25-1w**Title:** Telephone service contracts and work orders**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the sale of telephone service and documents used to request or authorize telephone service on Government systems. Included are copies of contracts for sale of telephone service, DA Form 3938 (Local Service Request), work orders, and related information.**Disposition:**

a. For contracts and related information: Destroy 1 year after termination. Prior to disposal, contracts and related correspondence pertaining to uncollectible accounts will be withdrawn and forwarded to U.S. Army Finance and Accounting Center, ATTN: Dept 80, Indianapolis, IN 46249.

b. For work orders and related information:

(1) Originating office: Destroy upon completion of work.

(2) Action office: Destroy 1 year after completion of work.

Table B-10**File category 25: Information management—Continued**

(3) Contractor offices using MARKS: Destroy 1 year after final payment for requested service.

FN: 25-1x

Title: Communications accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendors' invoices, and correspondence on communications accounts.

Disposition: Destroy after 2 years. Prior to disposal, files which relate to uncollected accounts will be withdrawn and retained until collected.

FN: 25-1y

Title: VI production and distribution program

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Information on formulating installation/MACOM/DA annual and out-of-cycle listings of validated/approved production and distribution programs on in-house and contracted production and commercial off-the-shelf procurement of VI productions.

Disposition:

- a. Office having Army-wide responsibility: Hold in current files area until disposition instructions are issued by this regulation.
- b. Other offices: Destroy after 2 years.

FN: 25-1z

Title: Visual Information Systems Program (VISP)

Authority: To be established

Privacy Act: Not applicable.

Description: Documents relating to formulating the installation, MACOM, and DA approved annual program and prioritizing commercially available, nontactical VI investment equipment used to record, produce, reproduce, distribute or present VI products. Included are documents relating to requests for validation, approval, and turn-in of VI systems/equipment, approvals and disapprovals, project documents, prioritized equipment listings, approved planning documents, authorization documents, and funding documents. (DO NOT USE for information management MODPLANS, RSs, or initiatives. USE FNs 25-1b and 25-1c.)

Disposition: Hold in current files area until disposition instructions are issued by this regulation.

FN: 25-1aa

Title: VI activity authorization

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Information relating to approval or disapproval of the establishment, reclassification, or disestablishment of VI activities authorized for production, centralized product acquisition, records holding, distribution, DA VI management, local VI support, combat camera, technical documentation, broadcasting, video teleconferencing and installation/MACOM VI management. Included are requests for establishment, reclassification, or disestablishment; justification data; disapprovals; and approval documents (DA Form 5697-R).

Disposition:

- a. HQDA, MACOM, FOA VI Management Office: Destroy 5 years after discontinuance of the facility or disapproval of establishment.
- b. Other offices: Destroy after 2 years.

FN: 25-1bb

Title: Annual VI activity report

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Report (DD Form 2054/1 and 2) provides information for VI budget, manpower, organization, planning, and program management actions within the Army/DOD. Each authorized VI activity must submit this report annually to MACOM/FOA. This data is consolidated and forwarded to the office with Army wide responsibility. Roll-ups are submitted to DOD.

Disposition:

- a. HQDA Management Office: Hold in current files area until disposition instructions are issued by this office.
- b. Other offices: Destroy after 3 years.

FN: 25-1cc

Table B-10**File category 25: Information management—Continued**

Title: Visual production management

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to requests, justifications, distribution plans and approvals or disapprovals of the production, procurement and adoption of VI productions (including in-house, contract, commercial off-the-shelf procurement or adoption from another DOD agency). Included are production/procurement requests approvals or disapprovals (copies of DD Form 1995-1 and 2), distribution plans, recommended priorities, exceptions, travel funding documents, and other coordinated actions.

Disposition: Permanent. Retire 5 years after completion, cancellation, or obsolescence to the DOD Motion Media Records Audiovisual Records Center.

FN: 25-1dd

Title: Production authorization number (PAN) registers

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents related to the assignment of PANs to category 1 in-house productions or authorized local commercial off-the-shelf acquisitions.

Disposition: Destroy when obsolete or superseded

FN: 25-1ee

Title: Joint VI service (JVIS)

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description: General information not described elsewhere relating to the day-to-day operation of an Army JVIS activity including reference documents on production contracting, distribution of productions, and acquisition. (This does not include files that contain copies of script, production, reproduction, commercial off-the-shelf purchases and indefinite quantity contracts, bid information, bid rejections, subscription renewals, GSA schedules, statements of work, performance specifications, and other related documents that must be filed under series 715 (Procurement).)

Disposition: Destroy when no longer need for operations.

FN: 25-1ff

Title: Defense Visual Information System (DAVIS)

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to policy and procedural guidance, assigning access user names and edit identification's (IDs), DAVIS and INFOCEN user group meetings, and INFOCEN newsletters.

Disposition: Destroy when no longer needed for current operations.

FN: 25-1gg

Title: Visual information library

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description:

- a. Documents used to request and loan visual information products (DA Form 4103-R) and VI equipment (DA Forms 2062 and 3161). Included are loan orders, issue and turn-in slips, and related information.
- b. Booking and utilization files and VI distribution bulletins. Included are paper documents or computer databases used to record booking requests and number of showings for visual information products and documents describing VI products distributed each month by the JVISDA.

Disposition:

- a. Destroy after 2 year.
- b. Destroy when no longer needed for current operations.

FN: 25-1hh

Title: Visual Information technical assistance

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents reflecting technical advice and assistance on the management of VI systems, facilities, equipment, operations, services, and techniques, but not papers of a directive or regulatory nature. Included are comments or recommendations concerning visual information research and development projects and proposals, advice on the application of visual information systems for training or other purposes, reports of technical visits and inspections, and related information.

Table B-10
File category 25: Information management—Continued

Disposition:

- a. Office having Army-wide technical responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 25-1ii

Title: Cable television (CATV) and closed circuit television (CCTV)

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to the day to day operation of facilities and copies of CATV franchises. Included are DA Forms 4516-R.

Disposition: Destroy after 2 years.

FN: 25-1jj

Title: Commercial television broadcast recordings

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to the use or recording of commercial television broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or exhibit broadcasts, coordinating actions, and documents reflecting the actions taken to preclude the use of such recordings for purposes other than those for which cleared.

Disposition:

- a. Broadcasts: Destroy after 6 years.
- b. Recorded programs: Destroy 6 years after destruction or erasure of the recording and all copies thereof.

FN: 25-1kk

Title: Presentation support

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to the day to day operational support (DA Form 4516-R (Utilization Log)) to conference rooms, classrooms, and videoteleconference rooms. Included are hours of operation, work years, and total cost associated with supporting these facilities.

Disposition: Destroy after 2 years.

FN: 25-1ll

Title: Radio and television equipment service controls

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents relating to the servicing and operation of radio and television equipment and systems. Included are service records, summaries of authorized equipment and services, and similar records.

Disposition: Destroy upon turn-in of equipment or supersession or discontinuance of the facility or installation, whichever is first.

FN: 25-1mm

Title: DA and Recruiting Command VI products

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Documents used for advertising the Army recruiting program and for assisting instructors and commanders in the administration of military training. Included are record copies of recruiting posters and DA graphic training aids such as charts, posters, illustrations, diagrams, and related documents.

Disposition: Permanent. (Nonrecord material and extra copies may be donated to the Center for Military History.)

FN: 25-1nn

Title: Work order requests

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: DA Form 3903-R providing an audit trail and cost analysis of VI services provided. Included are work orders, cost estimates and data correspondence, and related information.

Disposition: Destroy after 2 years.

FN: 25-1oo

Title: Work order requests

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Graphic work order register book or automated file reflecting the job number in numerical sequence, VIRIN, work order number, date, subject and related caption file, identification of artist, and disposition of art work.

Table B-10
File category 25: Information management—Continued

Disposition: Destroy after 3 years.

FN: 25-1pp

Title: Graphic media

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description:

a. Original graphic art master materials (paper based, optical media, or machine readable) in support of the readiness posture of units, military operations, campaigns, medical, exercises, maneuvers, construction of major structures or systems, significant RDT&E projects (e.g., weapon systems), recruiting programs, material used in military training, events or phenomena of significant historical importance or impact on national or Army policy and the President of the United States or a family member.

b. Other original graphic art master materials, in any media, includes illustrations, 35mm slides, photographs, designs, camera ready mechanicals, charts, vugraphs, maps, diagrams, and other related art work, used in publications, motion media, magazines, and presentation support.

Disposition:

a. Permanent. Forward original master material (in any media) along with captions to Commander, USAVIC, ATTN: ASQNV-OL, WASH DC20310-4800.

b. Destroy when no longer needed for current operations.

FN: 25-1qq

Title: Negative register

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: Photographic negative register books reflecting the job number in numerical sequence, VIRIN, negative and work order number, date, subject, and related caption file, identity of photographer, and disposition of negatives and prints.

Disposition: Destroy after 3 years.

FN: 25-1rr

Title: VI official production folder

Authority: NC1-AU-79-33

Privacy Act: Not applicable.

Description: The official file maintained by authorized VI production activities assigned to produce VI productions (motion media with sound), in-house and contracted, authorized under the DOD/DA VI Production and Distribution Programs or other HQDA authorized productions. Included are original and updated requirement and approval documents (DD Form 1995-1 and 2), changes, updates, and final script (including concept and treatment), general personal appearance and private property releases, Staff Judge Advocate legal review documents, public release clearances, copyright releases, travel orders, funding documents, status reports, contracts, production assignment and release number assignment memorandums, and related information.

Disposition:

a. Production activities (videotape or film), in-house or contracted, in support of the readiness posture of units, military operations, campaigns, medical, exercises, maneuvers, construction of major structures or systems, significant RDT&E projects (e.g., weapon systems), recruiting programs, material used in military training, events or phenomena of significant historical importance or impact on national or Army policy and the President of the United States or a family member. Permanent.

(1) Videotape: Cut off upon completion or cancellation of the production; immediately forward the master copy, one dubbing copy, the videodisc premaster with validation disc, and the VI official production folder to the RHA; hold 5 years then forward to the DOD Motion Media Records Center.

(2) Motion picture productions: Cut off upon completion or cancellation of the film; immediately forward the original negative or color master positive or duplicate negative plus optical sound track, and a sound projection print along with the VI official production folder to the RHA; hold 5 years then forward to the DOD Motion Media Records Center.

b. Commercial off-the-shelf products (videotape, motion picture prints, or interactive videodisc procured from commercial sources for Army use): Cut off when no longer needed for current operation and forward two

Table B-10**File category 25: Information management—Continued**

videotapes, film prints, or videodiscs with the official production folder to the DOD Motion Media Records Center.

FN: 25-1ss**Title:** Off-air recordings**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Video records copied from original broadcast signals and protected by copyright.**Disposition:** Destroy in accordance with copyright law or copyright agreement.

FN: 25-1tt**Title:** Motion media**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Unedited motion picture film or videotape not taken as part of a VI production and unedited trims and outtakes of videotape or film productions, which have been appropriately arranged, labeled, and captioned.**Disposition:**

a. Videotape: Forward original video, VIRIN, and captions to Commander, USAVIC, ATTN: ASQNV-OL-VML, WASH DC 20310-4800.

b. Motion picture: Forward original negative or color original plus should track, VIRIN, along with captions to the Commander, USAVIC, ATTN:ASQNV-OL-VML, WASH DC 20310-4800.

c. Destroy nonselected material or returned records submissions when no longer needed.

FN: 25-1uu**Title:** Captions files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Copies of captions or other descriptive material identifying still photographs, slides, graphic art, still video, video and motion picture items submitted to a VI facility by the originator and maintained as a caption file.**Disposition:** Destroy after 1 year. Cut off at end of each month. Earlier disposal is authorized.

FN: 25-1vv**Title:** Still photography files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Information consisting of still photographs, slide sets, and related articles produced in-house or by contract. Included are still photograph original negative and prints depicting retirement, reenlistment, award ceremonies and presentation, and related indices.**Disposition:** Forward original negative or transparency, one captioned print, and VIRIN to Commander, USAVIC, ATTN: ASQNV-OL-VML, WASH DC20310-4800. Destroy nonselected material or returned records material when no longer needed for current operation.

FN: 25-1ww**Title:** Sound recordings produced in-house or by contract**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:**

a. In-house sound recordings pertaining to conferences, meetings, Army Band, and other related recordings.

b. Contract music library includes music, sound effects, contracts, copyrights, and other related information.

Disposition: Destroy when no longer needed for current operations or when copyright agreement expires.

FN: 25-1xx**Title:** Sound recording background files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Documents relating to the use or recording of radio broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or play recordings, coordinating actions, and documents reflecting actions taken to preclude the use of such recordings for purposes other than those for which cleared.

Table B-10**File category 25: Information management—Continued**

Disposition: Destroy after 6 years.

FN: 25-1yy**Title:** Interactive hardware/software system administrative**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** General information related to the development of the hardware(e.g. Electronic Information Delivery System (EIDS)). Included are funding, authoring, demonstrations, decision papers, software development information(interactive videodisc (IVD), computer based instruction (CBI), etc.), and similar information.**Disposition:** Permanent. Retire after 10 years.

FN: 25-1zz**Title:** Photographer identifications**Authority:** NC1-AU-79-33**Privacy Act:** AO001bTAPC and OPM GOVT-1**Description:** Photographer identifications or permits and related control documents used to record the issue.**Disposition:** Destroy on expiration or transfer.

FN: 25-1aaa**Title:** Video teleconferencing**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Information relating to the approval or disapproval, operations and planning of video teleconferencing facilities. Included are documents on teleconferencing including secure and nonsecure video conferencing with audio(including compressed or reduced rate video, and wideband video), and graphics conferencing with audio.

Teleconferencing also includes, but is not limited to, teleconferencing applications known as tele-training, distance learning, tele-education, tele-seminar, electronic classroom, and other similar applications and related nomenclature.

Disposition: Hold in CFA until disposition instruction are issued in this regulation.

FN: 25-1bbb. Not Used**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 25-1ccc**Title:** Telephone equipment and service control files**Authority:** NC1-AU-79-33**Privacy Act:** Not applicable.**Description:** Documents used as equipment and service control records, containing data on status of equipment, recurring charges, change in service and equipment, and similar data. Included are individual telephone service records, summaries of authorized equipment and services, line record cards, and related papers.**Disposition:** Destroy on supersession or on discontinuance of the facility or installation, whichever is first.

FN: 25-1ddd**Title:** Automation management reports**Authority:** NC1-AU-78-99**Privacy Act:** Not applicable.**Description:** Information containing management data costs, equipment, staffing, workload capacities, and overall effectiveness of automation operations and documents used to evaluate rental, purchase, operation, and maintenance costs. Included are reports, briefs, and related information.**Disposition:**

a. Office requiring report: Destroy after 15 years, except that feeder reports will be destroyed 2 years after summarization.

b. Other offices: Destroy after 2 years.

FN: 25-1eee**Title:** Automation inventory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting an inventory of automation

Table B-10**File category 25: Information management—Continued**

equipment available in DA and that which may become available in the event of mobilization or emergency conditions.

Disposition: Destroy when no longer needed for current operations.

FN: 25-1fff

Title: Automated system and program design and specifications

Authority: GRS 20, Part III, Item 3

Privacy Act: Not applicable.

Description: Documents, cards, or magnetic media designated as "master files," "library files," or "record copy files" which include complete necessary documentation and instructions for operation of automated systems, programs, and jobs. Included are user requests, analytical reports, design requirements, system instructions, user guides and manuals, input, output, and report specifications and SOPs, block diagrams, flow charts, coding instructions, test plan, reference to, or copies of, applicable software and reference materials, job instructions, and related files.

Disposition: Destroy 1 year after all magnetic media and other data produced under the system, program, or job has been blanked or destroyed. If permanent magnetic data has been retired, the related system, program, or job operating files will be retired as permanent files.

FN: 25-1ggg

Title: Data processing registers and schedules

Authority: NN-166-204

Privacy Act: A0380-380SAIS

Description: Information used to record approved jobs and reflecting job numbers, requesting office, job description, date received, and date due. Also, documents reflecting machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related information.

Disposition: Destroy 1 year after completion of related job.

FN: 25-1hhh

Title: Data processing controls and balances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained by data processing activities to verify cumulative balances reflected by master or detailed summary cards or tapes.

Disposition: Destroy on supersession or obsolescence.

FN: 25-3a

Title: Life Cycle Management of Information Management Systems

Authority: To be determined

Privacy Act: Not Applicable.

Description: Documents accumulated during the implementation phase which relate to the development, design and engineering data, construction, installation, security, operation, logistics support, modification, replacement, and disposal of strategic, theater or tactical, and sustaining base information systems. Included are project case files containing requirement statements, project approval letters, bills of material, specifications, and related documents.

Disposition: Retain in CFA until instructions are published in this regulation.

FN: 25-5a

Title: Information Management Master Plan (IMMP) (Rescinded; use FN25-1b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 25-5b

Title: Information Management Plans (IMP) (Rescinded; use FN25-1c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 25-5c

Title: Information Manager Designations/Appointments (Rescinded; use FN 25-1d.)

Authority: Not applicable.

Table B-10**File category 25: Information management—Continued**

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 25-6a

Title: MARS equipment issues

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained to control the stock of certain items of excess or surplus communication and associated electronic equipment made available to Military Affiliated Radio System (MARS) directors of the respective armies. Included are requisitions, shipping information, stock record cards, and related information.

Disposition: Destroy after 2 years.

FN: 25-6b

Title: MARS frequency interference reports

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information containing data on interferences to MARS operations and reflecting such data as measured frequency, call sign and emission of the interfering stations, and time and date of the occurrence.

Disposition:

a. Office having Army-wide responsibility: Destroy 2 years after completion of processing.

b. Other offices: Destroy after 2 years.

FN: 25-6c

Title: MARS emergency station designations

Authority: NN-166 204

Privacy Act: Not applicable.

Description: Information relating to the selection and designation of MARS emergency command stations. Included are selections, concurrences, and approvals of the designations.

Disposition: Destroy 1 year after termination of the designation.

FN: 25-6d

Title: MARS operation authorizations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to authorizations for MARS stations to operate on specific frequencies and at specific times to communicate with stations in other Army area commands or with Air Force stations and comparable operational authorizations. Included are coordinating actions, authorizations, and related information.

Disposition: Destroy 1 year after expiration or termination of the authorization.

FN: 25-6e

Title: MARS member files

Authority: NN-166-204

Privacy Act: A0025-6USAISC

Description: Information relating to members and membership in MARS. Included are membership applications and records reflecting participation of members, licenses, shipping, issuing, and receipting information for excess and surplus equipment, and similar information relating to members and membership.

Disposition:

a. Signed receipts: Destroy after 5 years, or 1 year after termination of membership, whichever is first.

b. Other information: Destroy 1 year after termination of membership.

FN: 25-6f

Title: MARS messages

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Messages of individuals and military units received and transmitted by MARS facilities.

Disposition: Destroy after 60 days.

FN: 25-6g

Title: MARS station logs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the time stations go on and off the

Table B-10**File category 25: Information management—Continued**

air, stations contacted, name of operator on duty, and similar data. Included are logs, registers, and comparable information.

Disposition: Destroy 1 year after final entry.<!-- continued table b-10 -->

FN: 25-30a

Title: Forms management reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to reports on progress in forms management. Included are reports, worksheets, and correspondence directly related to the reports.

Disposition:

a. Offices of the Army Staff and major command headquarters: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 25-30b

Title: Numerical files (internal)

Authority: NC1-AU-79-17

Privacy Act: Not applicable.

Description: Information accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of forms, justifications, coordination information, instructions governing use of the form, and a copy of each edition of the form.

Disposition:

a. Office having Army-wide responsibility: Destroy 10 years after supersession or obsolescence of form.

b. Other offices: Destroy 1 year after supersession or obsolescence of form.

FN: 25-30c

Title: Numerical files (external)

Authority: NN-166-204 and GRS 16, Item 3a

Privacy Act: Not applicable.

Description: Information relating to forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. Included are copies of forms, instructions for use, and coordination information.

Disposition: Destroy 1 year after discontinuance of the form.

FN: 25-30d

Title: Functional files

Authority: NN-166-204 and GRS 16, Item 3b

Privacy Act: Not applicable.

Description: A collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management officer.

Disposition: Destroy when discontinued, superseded, or obsolete.

FN: 25-30e

Title: Forms number registers

Authority: NN-166-204 and GRS 16, Item 3b

Privacy Act: Not applicable.

Description: Registers used to record and control the assignment of form numbers, consisting of an entry in the register for each assigned form.

Disposition: Destroy on discontinuance or obsolescence of all forms entered in the register.

FN: 25-30f

Title: Forms management surveys (Rescinded; use FN 25-1g.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 25-30g

Title: Printing equipment controls

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Information related to granting authority to issue,

Table B-10**File category 25: Information management—Continued**

purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. Included are requests for approval of and justification for printing and reproduction equipment. congressional and other approvals, authorizations for excess equipment to be turned into supply channels for disposal, and related information.

Disposition: Destroy 3 years after disposal of equipment or disapproval of acquisition request.

FN: 25-30h

Title: Printing plant inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to inspections for field printing plants and other reproduction facilities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports and related information.

Disposition:

a. Inspecting and inspected offices: Destroy 1 year after completion of the next comparable visit, or after 2 years if comparable visit is not made.

b. Other offices: Destroy after 2 years.

FN: 25-30i

Title: Centralized instruction background files

Authority: NC1-AU-84-2

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, and issue of regulations, memorandums, circulars, regulation, and comparable publications. This information pertains to studies, coordinating actions, recommendations, concurrences, and similar information that provides a basis for issuance or that contributes to the content of the publication. Included are—

a. Joint Travel Regulations (JTR) background information accumulated by the office responsible for developing the JTR.

b. Information accumulated by offices of HQDA, MACOM, and SUBMACOM headquarters, and elements in a combat zone.

c. Information accumulated by other offices. Note: This file number is provided for use when it is economical and efficient to maintain instruction background information in a central file within a headquarters. Other offices responsible for preparing instructions will use FN 25-30q, Decentralized background instructions.

Disposition:

a. For a above: Destroy when no longer needed for current operations.

b. For b above: Agencies not converting the data to microform: Permanent. Cut off annually or PIF on supersession or obsolescence, as reference needs require and cut off at the end of that year.

c. Agencies converting the data to microform:

(1) Original documents: Destroy after verification that the microforms meet prescribed quality standards and that the microforms are adequate substitutes for the original documents.

(2) One silver halide microform set and one diazo or vesicular copy: Permanent.

(3) Other microform copies: Destroy when no longer needed for current operations.

d. For c above: Destroy when no longer needed for current operations.

FN: 25-30j

Title: Initial publication distribution files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. Included are distribution sheets, delivery instruction, correspondence, and related information pertaining to the distribution of Army publications.

Disposition:

a. Information pertaining to classified publications: Destroy after 2 years.

b. Other information: Destroy after 3 months.

FN: 25-30k

Title: Copyright authorizations

Authority: NC1-AU-84-39

Privacy Act: Not applicable.

Description: Information authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners. Note: When the related instruction file is scheduled for permanent

Table B-10**File category 25: Information management—Continued**

retention, this information may be filed with and classified as instruction files.

Disposition: Destroy after 150 years. Retire when no longer needed for current operations.

FN: 25-30m

Title: Printing plant job jackets

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Production and cost records and related processing data.

Disposition: Destroy after 2 years or inspection by representative of USAISC, whichever is first.

FN: 25-30n

Title: Accountable form receipts and issues

Authority: II-NNA-1969

Privacy Act: Not applicable.

Description: Information reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers. This information is maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

Disposition: Destroy after 2 years.

FN: 25-30p

Title: Accountable form authorizations

Authority: II-NNA-1176

Privacy Act: A0001DAPE

Description: Signature cards maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of blank forms identifying individuals authorized to receive accountable forms.

Disposition: Destroy upon withdrawal of the authorization.

FN: 25-30q

Title: Decentralized instruction background files

Authority: NC1-AU-82-12

Privacy Act: Not applicable.

Description: Information on preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. This information accumulates in the office in charge of preparing the instruction. Included are coordinating actions, studies, interpretations, and published record copies of instructions (such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins), messages used for expeditious interim changes to instructions, technical newsletters or comparable media used to send semi-official and authoritative instructions, and exceptions or waivers to those instructions.

Disposition:

a. Offices of HQDA, major command, and major subcommand headquarters and elements in a combat zone or designated as a combat support element in a combat zone: Permanent. Cut off annually or PIF on supersession or obsolescence, as reference needs require and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

FN: 25-30r

Title: Printing reports

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Reports reflecting information on printing and duplicating operations and equipment required by DA and the Joint Congressional Committee on Printing. Included are contract printing reports, expenditure statements, printing and duplicating registers, comparable reports, and related information.

Disposition:

a. Office requiring report: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 25-30s

Title: Forms management survey background files (Rescinded; use FN25-1h.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-10**File category 25: Information management—Continued**

Disposition: Not applicable.

FN: 25-30t

Title: Publication approvals

Authority: NC1-AU-78-109

Privacy Act: Not applicable.

Description: Information relating to approving the initiation of new and revised DA pamphlets, DA posters, DA civilian recruiting publications, junior officer recruiting brochures, and miscellaneous similar items intended for Army-wide use. Included are requests for approval, notifications of approval or disapproval, and related information.

Disposition:

a. U.S. Army Publications and Printing Command (USAPPC):

(1) Approvals: Destroy after 5 years in CFA.

(2) Disapprovals: Destroy after 2 years.

b. Other offices: Destroy after 2 years.

FN: 25-30u

Title: Publication deviations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to approving deviations or exceptions to standard publications procedures. Included are requests and approvals to distribute local publications outside the command jurisdiction of the preparing command, authorizations to print in more than one color, authorizations to include emblems on envelopes, and similar deviations or special authorizations. Note: Files created by offices requiring or requesting the exceptions will be filed with printing and binding requisition files, procurement files, instruction files, or other files, as applicable.

Disposition:

a. USAPPC:

(1) Approved deviations and exceptions: Destroy after 6 years or on expiration as applicable.

(2) Disapproved exceptions: Destroy after 2 years.

b. Other offices: Destroy after 2 years, on expiration or supersession of the authorization, or on discontinuance, as applicable.

FN: 25-30v

Title: Periodical approvals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to approving the initiation of new periodicals, changes to existing periodicals, or to limitations in previous approvals, and renewal after expiration of the previous approval. Included are requests for approval, notifications of approval, and related information.

Disposition: Destroy on expiration, supersession, or on discontinuance of the periodical.

FN: 25-30w

Title: Printing plant establishment files

Authority: NC1-AU-78-109

Privacy Act: Not applicable.

Description: Information relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. Included are requests for establishment with justification data, inventories of equipment on hand, congressional and Director of Information Systems Command, Control, Communications, and Computers (DISC4) authorizations, and related information, but not requests and justifications for items of printing equipment.

Disposition:

a. Approving office: Destroy in CFA 5 years after discontinuance of plant or disapproval of request for establishment.

b. Requesting office: Destroy on discontinuance of plant or disapproval of request.

c. Other offices: Destroy after 2 years.

FN: 25-30x

Title: Reproduction equipment information

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Information accumulated by offices involved in printing and reproduction in keeping abreast of new developments, improved processes, and new principles in printing, binding, and related auxiliary equipment. Included are correspondence with other Army agencies,

Table B-10**File category 25: Information management—Continued**

Federal agencies, or private concerns, technical information, and related information.

Disposition: Destroy after 5 years.

FN: 25-30y

Title: Publication control and processing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to control publications work in progress, such as stenographic assignment records, stencil control cards, instruction sheets, layouts, daily production records, progress reports, job tickets on labor and materials, and similar control records and related information, but exclusive of other publication supply files described herein.

Disposition: Destroy after 3 months.

FN: 25-30z

Title: Duplicating controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisitions and delivery receipts for duplicating and photoreproduction work performed outside field printing plants and samples of each unclassified job produced by the offset, electrostatic, or other duplicating process in excess of 100 copies.

Disposition: Destroy after 3 months. Cut off monthly.

FN: 25-30aa

Title: Printing and binding requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisitions, work orders, and samples of each unclassified printing job produced by letterpress offset and photo direct processes in excess of 100 copies.

Disposition: Destroy after 2 years. Cut off monthly.

FN: 25-30bb

Title: Publication number registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to record and control the assignment of publication numbers, consisting of an entry in the register for each publication within each series.

Disposition: Destroy when all publications entered on the register have been superseded or rescinded.

FN: 25-30cc

Title: Combat/training development guidance

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and issue of the Catalog of Approved Requirement Documents (CARDS). Included is information reflecting approval, disapproval, deletions and changes to materiel requirement documents, policies and procedures relating to CARDS, and copies of published CARDS or changes thereto.

Disposition:

a. Office responsible for preparation of CARDS:

(1) CARDS: Permanent.

(2) Other information: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

FN: 25-30dd

Title: Non-Army doctrine comments

Authority: NC1-AU-78-72

Privacy Act: Not applicable.

Description: Information related to reviewing and commenting on Air Force, Navy, and Marine Corps doctrine which may have an implication on Army operations, but which does not result in publication of joint doctrine. Included are copies of the review manuscripts, coordinating actions, and communications relating to the other Services' doctrine.

Disposition:

a. Office responsible for coordinating and developing the Army position: Permanent.

b. Other offices: Destroy after 2 years.

FN: 25-30ee

Title: Publication reference sets

Table B-10**File category 25: Information management—Continued**

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Offices responsible for issuing publications will maintain one set for reference purposes when needed or required by other regulations. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by the office for which a "Record Set" is not required (for example, DD Form 1610 (TDY Travel of DOD Personnel), endorsements to orders, daily bulletins, and similar documents). Each folder or binder in this set will be distinctly marked "Reference Set" and will be currently posted.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 25-30ff

Title: Publishing office background files

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Information accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate subject files. Included are copies of articles to be published in periodicals, information used as a basis for preparation of special orders or other personnel-type orders, items submitted for inclusion in daily, weekly, or monthly bulletins; similar data collected for inclusion in other Government publications, and comparable information, but not documents required for filing in the printing job jacket file.

Disposition: Destroy after 1 year.

FN: 25-30gg

Title: Doctrinal/training media programs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and approval of the program for publication and issuance of new, revised, or changed doctrinal and training media. Included are consolidated listings of doctrinal and training publications scheduled for preparation, recommendations and approvals for additions or changes to the program, and communications relating to the program.

Disposition:

a. Offices at major command headquarters responsible for recommending DA approval: Destroy after 5 years.

b. Offices recommending projects for inclusion in the program: Destroy after 3 years.

c. Other offices: Destroy after 2 years.

FN: 25-30hh

Title: Publication and form requisitions

Authority: II-NNA-1002

Privacy Act: Not applicable.

Description: Information, maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms, which is used to requisition nonreimbursable publications and accountable and nonaccountable blank forms. Included are requisitions, shipping orders, transfer requests, and similar information.

Disposition: Destroy 3 months after completion of action.

FN: 25-30ii

Title: Initial distribution requisitions

Authority: II-NNA-1430

Privacy Act: Not applicable.

Description: Forms maintained at publication centers and other offices engaged in the receipt, storage, and issue of publications or blank forms reflecting the quantity and type of publications and blank forms required for automatic distribution.

Disposition:

a. Destroy forms indicating changes upon completion of posting to the current series.

b. Destroy superseded forms when replaced by current forms.

c. Destroy all forms on discontinuance of function.

FN: 25-30jj

Title: Publication stock record cards

Authority: II-NNA-52

Privacy Act: Not applicable.

Description: Cards reflecting the status of supply of publications and blank forms, including data as to stock levels, quantities on hand, and

Table B-10**File category 25: Information management—Continued**

quantities received or issued. These cards are maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms.

Disposition: Destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.

FN: 25-30kk

Title: Internal distribution schemes

Authority: NC1-AU-85-34

Privacy Act: Not applicable.

Description: Scheme for distribution of publications and blank forms received by an organization or activity. Included are narrative plans or instructions, local forms, and similar information.

Disposition: Destroy when superseded by a new scheme or when publications accounts are closed.

FN: 25-30mm

Title: Publication record sets

Authority: NC1-AU-76-35

Privacy Act: Not applicable.

Description: One copy of each publication or change issued, within the categories and at the levels of command specified below. Publications within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set." Documents described in a and b below will not be charged out or posted. Commanders will ensure that each record set is complete and that it is retired to the appropriate records center. USAPPC will maintain record sets of publications authenticated by the Administrative Assistant to the Secretary of the Army. Every office responsible for preparing and issuing other publications will maintain record sets of its publications that are not authenticated by the Administrative Assistant to the Secretary of the Army. Publications to be included in publication record sets are limited to those described in a and b below:

a. HQDA publications as follows: Army regulations, memorandums, circulars, and pamphlets; civilian personnel circulars, pamphlets, regulations, procedures manuals and technical bulletins, periodicals, posters, TOEs, equipment modification lists, field manuals, and technical manuals.

b. Chief of Staff regulations and memorandums, HQDA staff agency, major command, and subcommand publications as follows: Regulations and supplements thereto, circulars, pamphlets, posters, and memorandums, but not assignment memorandums or memorandums issued by and applicable to a single element of a headquarters.

Disposition:

a. Record sets produced in paper form (a above): Permanent. Cut off annually and retire with the next regular transfer or retirement.

b. Record sets produced in microform (a above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

c. Record sets produced in paper form (b above): Permanent. Cut off annually and retire with next regular retirement or transfer.

d. Record sets produced in microform (b above): Permanent. Cut off annually and retire one silver halide set and one diazo or vesicular copy.

FN: 25-30nn

Title: Training media files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated by headquarters of divisions, installations, and lower level activities conducting training. Included are training schedules, programs, lesson plans, memorandums, directives, and similar information.

Disposition: Destroy after 1 year. Destroy lesson plans when superseded or obsolete.

FN: 25-30pp

Title: Status of publication files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms. These forms reflect the status of publications and blank forms that provide information used to determine required supply action.

Disposition: Destroy after 1 year.

FN: 25-30qq

Table B-10**File category 25: Information management—Continued**

Title: Publication history and stock usage files

Authority: II-NNA-52

Privacy Act: Not applicable.

Description: Forms maintained at publication centers or offices of installations and activities engaged in the receipt, storage, and issue of publications or blank forms reflecting the history and usage for each item of stock.

Disposition: Destroy on supersession, rescission, or obsolescence of form or publication.

FN: 25-30rr

Title: Doctrinal/training media formulation files

Authority: NC1-AU-78-72

Privacy Act: Not applicable.

Description: Information relating to preparations, review, issuance, and interpretation of operational doctrine, including joint doctrine. Included are coordinating actions on proposed doctrine, copies of published doctrine, and recommendations and communications relating to published doctrine.

Disposition:

a. Office responsible for preparation and offices responsible for final review, approval, or resolution of nonaccepted comments: Permanent. PIF on revision, supersession, or obsolescence and cut off at the end of that year.

b. Other offices: Destroy after 2 years or on supersession or obsolescence, whichever is first.

FN: 25-30ss

Title: Combat/training development technical references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Extra copies of documents maintained to provide reference or library materials as a source of technical information. Included are copies of planning documents, documents containing policy information on the evolution of the materiel acquisition process from inception to present, memorandums, speeches, and reports containing guidance, combat or training development, research and development, intelligence, and contractor reports, and similar information.

Disposition: Destroy when no longer needed for reference.

FN: 25-30tt

Title: Printing reports (Rescinded; use FN 25-30r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 25-30uu

Title: Publications manuscripts

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Manuscript copies of publications, printers' copies of galley or page proofs or publications, and other working or control data used in the preparation of publications. Includes draft copies of publications used for coordination and review.

Disposition: Destroy on printing of publication.

FN: 25-30vv

Title: Illustrations and drawings

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications.

Disposition: Destroy on printing of the publication, except drawings pertaining to ammunition components and artwork which has continuing usefulness will be retained until no longer needed.

FN: 25-30ww

Title: Photographic negatives

Authority: NN-165-105

Privacy Act: Not applicable.

Description: Original basic photographic negatives of material used in preparation of illustrations for publications and duplicates of photographic negatives of artwork used for illustrating publications.

Disposition: Destroy on revision or obsolescence of the related

Table B-10**File category 25: Information management—Continued**

publication, except that negatives having continuing usefulness in the publications functions may be retained until they have served that purpose.

FN: 25-30xx

Title: Directives development and editing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the improvement and development of Army directives through editing, changing, and rewriting of first drafts. Included are requests for writer-editor service, copies of first and final draft manuscripts, notes and memorandums for record pertaining to conferences with the author, coordination, and research, copies of related correspondence, and a printed copy of the basic directive and each change thereto. (Information maintained by proponent offices will be filed with related records documenting the preparation of the directive.)

Disposition: Office responsible for editing, development, and improvement: Destroy on revision or obsolescence of the related directive.

FN: 25-30yy

Title: Training and equipment publication reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the status of training literature projects and accomplishments in equipment publication projects authorized by the programs. Included are status reports, accomplishment reports, and other directly related information.

Disposition: Destroy after 2 years.

FN: 25-30zz

Title: Office copier files

Authority: NC1-AU-83-13

Privacy Act: Not applicable.

Description: Information related to the management and use of office copiers. Included are requests, approvals and disapprovals, studies, reports, inventories, information on repairs and use, and similar information.

Disposition: Destroy on disposal of equipment or when no longer needed for current operations.

FN: 25-50a

Title: Delegation of signature authority

Authority: GRS 16, Item 1a

Privacy Act: Not applicable.

Description: Information relating to the delegation of signature authority by commanders and heads of agencies or offices. Included are memorandums, local forms, and similar information.

Disposition: Destroy upon retirement, change of duties, or change of position of the individual for which specific authority or responsibility has been delegated.

FN: 25-55a

Title: FOIA requests, access, and denials

Authority: GRS 14, item 11

Privacy Act: A0025-55SAIS

Description: Requests for information under the Freedom of Information Act (FOIA). Included are the original request, a copy of the reply thereto granting access or denying access to all or part of the requested information, stating inability to identify records or nonexistence of requested records, and indicating fees charged; and related information.

Disposition:

- a. Replies granting access, replies to requests for nonexistent record, or replies to those failing to pay fees: Destroy 2 years after date of reply.
- b. Denying access to all or part of the request: Destroy 6 years after date of reply.
- c. If appealed, withdraw and file under 25-55c.

FN: 25-55b

Title: FOIA administrative files

Authority: GRS 14, item 15

Privacy Act: Not applicable.

Description: Information relating to the general implementation of the

Table B-10**File category 25: Information management—Continued**

FOIA. Included are routine correspondence, memorandums, notices, and related information.

Disposition: Destroy after 2 years.

FN: 25-55c

Title: FOIA appeals

Authority: GRS 14, item 12

Privacy Act: A0025-55SAIS

Description: Information relating to administrative appeals under the provisions of the FOIA. Included are the appellant's letter, copy of reply thereto, related supporting documents, and copies of the denied records.

Disposition: Destroy 6 years after final determination or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later.

FN: 25-55d

Title: FOIA controls

Authority: GRS 14, item 13

Privacy Act: A0025-55SAIS

Description: Documents maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing date, nature, and purpose of request, and name and address of requestor.

Disposition: Destroy 6 years after final action by agency or final adjudication by courts, whichever is later.

FN: 25-55e

Title: FOIA reports

Authority: GRS 14, item 14 and NC1-64-76-3

Privacy Act: Not applicable.

Description: Information relating to recurring reports and one-time information requirements on implementation of FOIA, including annual reports to Congress.

Disposition:

- a. Annual reports to Congress by office having Army-wide responsibility: Permanent.
- b. Other reports: Destroy after 2 years.

FN: 25-55f

Title: Access to information files

Authority: NC1-AU-78-93

Privacy Act: Not applicable.

Description: Information relating to DA conditions, restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, basic interpretations, decisions, precedents, studies, and related information.

Disposition: Destroy 5 years after close of case.

FN: 25-55g

Title: Safeguarded nondefense information releases

Authority: NN-166-204

Privacy Act: A0025-55SAIS

Description: Information relating to specific instances of furnishing or denying copies, access to, or information from, Army records which contain safeguarded information. These files are limited to those documents which cannot be filed with the information released because the accumulating office does not have custody of the related files. AR 25-55 describes safeguarded nondefense information. Included are applications or requests for records or information and authorizations or denials for access to the records. (Documents relating to the release of safeguarded information accumulated by offices having custody of the related files will be filed and disposed of with the records requested or released.)

Disposition:

- a. Office responsible for authorizing the access:
 - (1) Cases involving access approvals: Destroy after 2 years.
 - (2) Cases involving access denials:
 - (a) Cases not appealed: Destroy after 6 years.
 - (b) Cases appealed: Destroy 6 years after final determination by agency, or 3 years after final adjudication by the courts, whichever is later.
- b. Other offices: Destroy after 2 years.

FN: 25-55h

Title: Nonsafeguarded information releases

Table B-10
File category 25: Information management—Continued

Authority: NN-166-204
Privacy Act: A0025-55SAIS
Description: Information relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. Included are requests for records or information and documents furnishing the information approving or denying access. (These files normally accumulate in offices or activities having custody of numerous files relating to numerous functional areas, such as records centers, records depositories, record holding areas, and certain centralized file areas.)
Disposition: Destroy after 2 years.

FN: 25-55i
Title: Unauthorized disclosure reports
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to reporting the unauthorized disclosure of safeguarded nondefense information. Included are notifications, investigation information, disclosure reports, and directly related information.
Disposition: Destroy after 2 years.

FN: 25-55j
Title: Acknowledgement
Authority: GRS 14, item 2
Privacy Act: Not applicable.
Description: Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.
Disposition: Destroy after 1 year.

FN: 25-55k
Title: Initial Denial Authority designations/appointments
Authority: N1-AU-87-4
Privacy Act: A0001DAPE
Description: Documentation of the designation or appointment of Initial Denial Authority for the Army. Included are designations, appointments, concurrences or nonconcurrences, consideration of possible appointees, and related information.
Disposition: Destroy 1 year after termination of designation or appointment.

FN: 25-400-2a
Title: Record locator and disposition files
Authority: GRS 16, Item 2a
Privacy Act: Not applicable.
Description: SF 135 (Records Transmittal and Receipt) and similar information listing records transferred or retired. Included is information used to locate and retrieve records stored in RHAs and information listing records retired to the FRC system. This regulation requires that one copy of each approved SF 135 listing records retired to an FRC be sent to HQ, USAISC, ATTN: ASQNA-OP-F, Alexandria, VA 22331-0301 where it is maintained in an Army-wide master inventory of all Army records in the FRC system.
Disposition: Destroy when all records listed thereon have been destroyed or when no longer needed for administrative or reference purposes.

FN: 25-400-2b
Title: Chargeout suspenses
Authority: GRS 23, Item 6
Privacy Act: Not applicable.
Description: Information maintained in records holding areas and in overseas record centers, reflecting chargeout and return dates for files on loan. Included are suspense slips, duplicate copies of DA Form 543, or equivalent forms.
Disposition: Withdraw and destroy when files covered thereby have been returned.

FN: 25-400-2c
Title: (Not used.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 25-400-2d

Table B-10
File category 25: Information management—Continued

Title: Records disposition standard exceptions
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting exception to records disposition standards authorized by responsible records management officials. Included are requests, approvals, and related information.
Disposition: Destroy on expiration of exception.

FN: 25-400-2e
Title: Office file numbers (Rescinded; use FN 1a.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 25-400-2f
Title: Office record transmittals (Rescinded; use FN 1g.)
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 25-400-2g
Title: Records disposal authorizations
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.
Disposition: Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.

FN: 25-400-2h
Title: Central files
Authority: NC1-AU-80-40
Privacy Act: Not applicable.
Description: These files relate to central files units established in the Office of the Secretary of the Army, Office of the Chief of Staff Army, and HQDA Staff Offices in the program to automate operations of the Army Staff. These file numbers can be used for the information accumulated in these units with the following exceptions: information relating to intelligence collections and individual military and civilian personnel type actions must be maintained under file numbers describing these actions found elsewhere in this regulation and large groupings of nonpermanent information covered by a single file number described elsewhere in this regulation. Examples of such files are individual financial transaction files; claims, patents, and court-martial files; and procurement transactions.

- a. Information pertains to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. Included is information relating to—
 - (1) Routine approval actions.
 - (2) Local office operations.
 - (3) Equipment or system requests and procurement actions.
 - (4) Routine budget and manpower actions.
 - (5) Internal office management, travel, attendance at conferences.
 - (6) Similar information.
- b. Information pertaining to policy matters and to actions documenting the primary mission of the organization.
- c. Machine-readable information providing an index to the central files.
 - (1) Master file indexing all documents added to the central files each year.
 - (2) Master file retained to support Army operations.
- d. Manual indexes to the central files, if maintained.
 - (1) Indexes relating to the routine nonpolicy records described in a above.
 - (2) Indexes relating to the policy and primary mission records described in b above.
 - (3) Other copies of the index.

Disposition:
a. Organizations not converting the data to microform: Destroy after 10 years.
b. Organizations converting the data to microform (see description a above):

Table B-10**File category 25: Information management—Continued**

(1) Original microforms: Destroy after 10 years.
 (2) Other microform copies: Destroy when no longer needed for current operations.
 c. Organizations not converting the data to microform (see description b above): Permanent.
 d. Organizations converting the data to microform (see description b above):
 (1) Original documents converted to microform will be cut off annually and retired to WNRC with the next records shipment. Disposal is not authorized at this time. See note below.
 (2) Original microforms will be cut off annually and retained until publication of final disposition instructions in this regulation. These instructions will follow a determination by the National Archives of whether the updatable film is certified as archival. See note below.
 e. Permanent. Duplicate on tape annually and, in coordination with ASQNA-OP-F, transfer to the Machine Readable Archives, National Archives and Records Administration (see description c(1) above).
 f. Destroy when no longer needed for current operations (see description c(2) above).
 g. Destroy after 10 years (see description d(1) above).
 h. Permanent. Retain with the records to which they relate (see description d(2) above).
 i. Destroy when no longer needed for current operations (see description d(3) above).
 Note: Updatable microfilm, which has not been certified as archival, is used for this application. As a result, the paper from which the microfilm is produced must be retained as permanent until such time as the film is certified. If, or when, the National Archives certifies the updatable microfilm as archival, this disposition standard will be changed to provide for early destruction of the paper records. In the meantime, the paper records will be arranged in a logical sequence so that information can be easily retrieved from them while they are in the current files area and the WNRC.

B-11. File category 27: Legal services*a. Prescribing directives.*

- (1) AR 27-1, Judge Advocate Legal Service.
- (2) AR 27-3, Legal Assistance.
- (3) AR 27-10, Military Justice.
- (4) AR 27-20, Claims.
- (5) AR 27-40, Litigation.
- (6) AR 27-50, Status of Forces Policies, Procedures, and Information.
- (7) AR 27-60, Patents, Inventions, and Copyrights.
- (8) AR 27-70, Department of Defense Foreign Tax Relief Program.

b. Description. These records concern judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs, international, foreign, procurement, and contract law, legal assistance for military personnel and their dependents, policies and procedures relative to patents, inventions, taxation, and land litigation involving the Army, trials by courts-martial, including pretrial, trial, and post trial procedures, nonjudicial punishment, investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved. Current file numbers in category 27 are listed in table B-11. Rescinded file numbers in category 27 are listed in table B-12.

Table B-11**File category 27: Legal services****FN:** 27**Title:** General legal services correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in

Table B-11**File category 27: Legal services—Continued**

charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to legal services which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to legal services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. Destroy after 2 years.

b. Destroy when no longer needed for current operations.

FN: 27-1a**Title:** Legal opinions**Authority:** NC1-AU-77-119**Privacy Act:** A0027-1DAJA

Description: Information showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters.

Disposition:

a. General Counsel, Office Secretary of the Army (OSA), OTJAG, and Chief Counsel, OCE: Permanent.

b. Other offices: Destroy on obsolescence.

FN: 27-1b**Title:** Surety bond reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Cards on the review of surety bonds to ensure legal sufficiency.

Disposition: Destroy 7 years after last entry on card.**FN:** 27-1c**Title:** Surety powers of attorney**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information showing the appointment of persons as attorneys-in-fact by surety companies, authorizing them to execute surety obligations.

Disposition: Destroy 5 years after termination of power of attorney.**FN:** 27-1d**Title:** Appearance as counsel in civil court files**Authority:** NN-165-169**Privacy Act:** AO027-40dDAJA

Description: Information on the appearance of military personnel and DA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the—

a. Requests with supporting or related information, letters, and other information indicating coordination involved.

b. Action taken on the requests.

Note: File the above information in the litigation file when the appearance concerns litigation involving or of interest to the Army.

Disposition: Destroy after 2 years.**FN:** 27-1i**Title:** Congressional real estate acquisition reports**Authority:** NC1-AU-79-28**Privacy Act:** Not applicable.

Description: Information gathered in reporting to the Armed Services Committees on proposed acquisition of certain temporary and permanent interests in Army real property by fee, transfer, and lease. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.

Disposition: Offices in charge of liaison between DA and Armed

Table B-11**File category 27: Legal services—Continued**

Services Committee on real estate matters: Destroy 5 years after close of case.

FN: 27-1j

Title: Congressional real estate disposal reports

Authority: NC1-AU-79-29

Privacy Act: Not applicable.

Description: Information gathered in reporting to the Armed Services Committees on proposed disposal of certain temporary and permanent interests in Army real property by report to GSA, transfer to Federal or other public agencies, conveyance by the Secretary of the Army, or leasing. Included are retained copies of reports, related correspondence, and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the committee.

Disposition: Offices in charge of liaison between DA and Armed Services Committee on real estate matters: Destroy 5 years after close of case.

FN: 27-1m

Title: Tax negotiations

Authority: To be determined.

Privacy Act: To be determined.

Description: Information on negotiations with Federal, State, or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Includes requests for authority to negotiate with tax authorities, approvals or disapprovals, reports of negotiations, documents reflecting legal advice, communications with tax authorities, tax litigation, and related documents.

Disposition: Retain in the CFA until disposition instructions are published in this regulation.

FN: 27-1n

Title: Law library vouchers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vouchers, support papers, and voucher registers and inventory balance record of books.

Disposition: Destroy after 2 years.

FN: 27-1p

Title: Shelf list cards

Authority: GRS 23 (7)

Privacy Act: Not applicable.

Description: Cards indicating that all books in the library are arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the process of accountability.

Disposition: Destroy after all items indicated thereon have been dropped from accountability records.

FN: 27-1q

Title: Law library catalogs

Authority: GRS 23, Item 7

Privacy Act: Not applicable.

Description: Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or library, the current library card catalog files will be included in the transfer, if possible.

Disposition: Destroy when related books have been permanently removed from the library collection.

FN: 27-1r

Title: JAG legal education program

Authority: NN-167-31 and NN-165-192

Privacy Act: AO640-10cTAPC

Description: Information on admission of Army students to civilian institutions for purposes of pursuing degree requirements under The Judge Advocate General's (TJAG) Funded Legal Education Program. Included are applications, requests for admission, statements and notices of acceptance, and related information.

Disposition: Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.

Table B-11**File category 27: Legal services—Continued**

FN: 27-3a

Title: Legal assistance interview records

Authority: N1-AU-88-8

Privacy Act: A0027-3DAJA

Description: Information consisting of personal data on each individual given legal assistance, name of the attorney consulted, summary of the problems considered, advice rendered, referrals made, and similar information.

Disposition: Destroy after 5 years.

FN: 27-3b

Title: Legal assistance cases

Authority: NN-170-18

Privacy Act: A0027-3DAJA

Description: Information pertaining to legal matters of military personnel or their dependents. Included are correspondence, memorandums, opinions of legal assistance officers, and similar information.

Disposition: Return to client at the conclusion of the case, unless legal assistance officer determines files should be retained in the legal assistance office. In such cases, destroy 5 years after completion of case, except selected opinions or memorandums withdrawn for use as precedence will be filed under FN 27-1a.

FN: 27-3c

Title: Legal assistance operations

Authority: NC1-AU-78-115

Privacy Act: Not applicable.

Description: Information on the general conduct and operation of the system for furnishing legal advice and assistance to military personnel and their dependents. Excluded are directives or instructions, which will be kept and disposed of as reference publication files.

Disposition: Destroy after 20 years. Retire after 5 years.

FN: 27-3d

Title: Pecuniary charge appeals

Authority: NN-165-15

Privacy Act: AO027-20SAFM

Description: Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortage in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, copies of proceedings of boards, inquiries from and answers furnished the General Accounting Office (GAO), and similar information.

Disposition: Destroy 10 years after close of case.

FN: 27-10a

Title: Summary courts-martial

Authority: NN-166-204

Privacy Act: A0027-10bDAJA

Description: These files consist of formal record copies of trial of military personnel by summary court-martial, formal record of special courts-martial and attachments, and related correspondence. For disposition of copies of records of trial by summary courts-martial with notations of action taken by supervisory authority, see AR 27-10, chapter 2. For disposition of copies kept in unit files according to RCM 1305(e), MCM 1984, see AR640-10 (Field 201 files, temporary information).

Disposition:

a. Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.

b. Office of summary court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.

c. Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.

FN: 27-10b

Title: Court-martial locators

Authority: N1-AU-89-05

Privacy Act: A0027-10aDAJA

Description: Information used to control cases that are to be tried or have been tried by summary, special, and general courts-martial.

Table B-11**File category 27: Legal services—Continued**

Included are index cards, registers, coding sheets and similar information.

Disposition:

- a. Office of the Judge Advocate General (OTJAG): Permanent. Retire to WNRC when no longer needed for current operations. Transfer to NARA at the same time case files are transferred.
- b. Other offices: Destroy 3 years after completion of the case.

FN: 27-10c

Title: Special courts-martial

Authority: II-NNA-2268

Privacy Act: A0027-10bDAJA

Description: Trial records of special courts-martial, exclusive of special courts-martial involving bad conduct discharges referred to in FN27-10d. Included are individual case files of the formal record of trial, including special court-martial records and attachments, reports of action taken, similar information kept by the officer exercising immediate general court-martial jurisdiction over the command (as provided in RCM 1111(b) and (c), MCM 1984), copies of charge sheets and related information, correspondence from the officer exercising immediate general court-martial jurisdiction over the command, court-martial orders (the originals of which have been transferred to the officer exercising general court-martial jurisdiction), and similar information kept by special court-martial convening authorities.

Disposition:

- a. Office of the Staff Judge Advocate of the general court-martial jurisdiction: Destroy 10 years after final action by supervisory authority. The proper records center for retirement of these files is the National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132.
- b. Office of special court-martial convening authority: Destroy 1 year after notice of final action by the supervisory authority.
- c. Other offices and TOE units: Destroy 1 year after notice of final action by the supervisory authority.

FN: 27-10d

Title: Special courts-martial (BCD)

Authority: NC1-AU-84-26

Privacy Act: A0027-10bDAJA

Description: Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdictions and convening authorities.

Disposition:

- a. OTJAG: Permanent. Retire 2 years after completion of appellate processing.
- b. Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. Except when case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destruction will be accomplished after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.
- c. Other offices and TOE units: Destroy 1 year after notification of completion of final action.

FN: 27-10e

Title: General courts-martial

Authority: NC1-AU-83-40

Privacy Act: A0027-10bDAJA

Description: Trial records of general courts-martial, military commissions, and courts of inquiry. These originate at the various court-martial jurisdictions in the continental United States and overseas commands. Included are original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1984, copies of charge sheets and related information, reviews by staff

Table B-11**File category 27: Legal services—Continued**

judge advocates, court-martial orders, decisions of appellate agencies, and similar information kept by the court-martial jurisdiction.

Disposition:

- a. OTJAG: Permanent. Retire 2 years after completion of appellate processing.
- b. Office of Staff Judge Advocate of general court-martial jurisdiction: Destroy retained copy of record of trial and related information after notification of completion of final action in OTJAG. When case has been sent to Court of Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destroy the copy only after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.
- c. Other offices and TOE units: Destroy 1 year after notification of completion of final action.

FN: 27-10f

Title: Nonjudicial punishments

Authority: NC1-AU-84-24

Privacy Act: AO027-1DAJA

Description: Information and forms gathered for the Record of Proceedings under Article 15, Uniform Code of Military Justice (UCMJ), retained for monitoring nonjudicial punishment.

Disposition: Dispose of according to AR 27-10.

FN: 27-10g

Title: Deliveries to civil authorities

Authority: NN-165 170

Privacy Act: AO027-1DAJA

Description: Information on the delivery of members of the Armed Forces accused of crimes to civil authorities for trial. Included are copies of requests, indictments, presentments, information or warrants, agreements to return members to military control, denials with reasons, and related information.

Disposition: Destroy after 2 years or on final disposition of the matter, whichever is first.

FN: 27-10h

Title: Court-martial statistics

Authority: NC1-AU-78-26

Privacy Act: Not applicable.

Description: Information on the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions, based on records of trial by summary and special courts-martial received from convening authorities, related statistical data prepared by OTJAG, and similar information.

Disposition:

- a. OTJAG: Permanent.
- b. Offices of staff judge advocates at general court-martial jurisdictions: Destroy after 5 years. Keep in CFA.
- c. Other offices and TOE units: Destroy after 1 year.

FN: 27-10j

Title: Witness appearances

Authority: NN-165-169

Privacy Act: A0027-10cDAJA

Description: Information on requests for military personnel and DA civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting information, letters, electronically transmitted messages, personnel action forms, and other information indicating action taken on the requests.

Disposition: Destroy after 2 years.

FN: 27-10k

Title: Court-martial operating policies

Authority: NC1-AU-78-26

Privacy Act: Not applicable.

Description: Record copies of policy books and standing operating procedures on the conduct of general, special, and summary courts-martial.

Disposition: Permanent. Retire on supersession or obsolescence.

Table B-11**File category 27: Legal services—Continued****FN:** 27-10m**Title:** Petitions under Article 73, UCMJ**Authority:** NC1-AU-76-19**Privacy Act:** AO027-10bDAJA**Description:** Information on petitions for new trial in general, special, or summary court-martial cases. Included are petitions, memorandum opinions, records of TJAG action, court-martial orders, and similar information.**Disposition:** Destroy 10 years after final action.**FN:** 27-10n**Title:** Applications under Article 69, UCMJ**Authority:** NC1-AU-76-19**Privacy Act:** AO027-10bDAJA**Description:** Information on applications for relief from conviction by general court-martial (not reviewable under Article 66), or summary court-martial. Included are applications, memorandum opinions, records of TJAG action, court-martial orders, and similar information.**Disposition:** Destroy 10 years after final action.**FN:** 27-10s**Title:** Army war crimes reports**Authority:** NC1-AU-85-43**Privacy Act:** Not applicable.**Description:** Reports pertaining to investigations, trials, statements, interrogations, testimonies, exhibits, and related information.**Disposition:** Permanent.**FN:** 27-10t**Title:** Army Court-Martial Management Information System (ACMIS)**Authority:** N1-AU-88-02**Privacy Act:** AO027-10bDAJA**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trials and decisions, and sentences.**Disposition:**

- a. Master file of historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), offer a copy to the NARA every 5 years or immediately before purging, whichever is sooner.
- b. Input data tapes and paper records: Destroy when no longer needed for current operations.
- c. Output data and reports: Permanent. Retire under FN 27-10h.
- d. System documentation: Permanent. Transfer a copy to NARA with master file.

FN: 27-10u**Title:** Court-Martial and Disciplinary Information Management Systems(CDIMS)**Authority:** N1-AU-88-03**Privacy Act:** AO027-10bDAJA**Description:** System provides for the efficient collection, manipulation, and presentation of data associated with Army courts-martial. System includes data on docket entries, the accused, alleged offenses, trial and decisions, sentences, and verdict and sentence modifications.**Disposition:**

- a. Court Record Files:
 - (1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.
 - (2) Input data tapes and paper records: Destroy when no longer needed for current operations.
 - (3) Output data and reports: Permanent. Retire under FN27-10h.
 - (4) Systems documentation: Permanent. Transfer copy to NARA with master file.
- b. Convening Authority Files:
 - (1) Master file and historical data tapes: Permanent. In coordination with HQDA (SAIS-PSP), immediately offer to the NARA.
 - (2) Input data tapes and paper records: Destroy when no longer needed for current operations.
 - (3) Output data and reports: Permanent. Retire under FN27-10h.
 - (4) Systems documentation: Permanent. Transfer copy to NARA with master file.

FN: 27-20a**Title:** Personal property claims**Authority:** NN-173-91**Table B-11****File category 27: Legal services—Continued****Privacy Act:** A0027-20aDAJA**Description:** Case files on claims against the Government by members of the Army and the Army National Guard, by civilian employees of the Army, and the Department of Defense (DOD) for damage, loss, or destruction of personal property incident to their service.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20b**Title:** Foreign claims**Authority:** NN-173-91**Privacy Act:** Not applicable.**Description:** Case files on claims against the U.S. by inhabitants of a foreign country or by a foreign government or a political subdivision for—
a. Damage, loss, or destruction of private property.
b. Personal injury or death caused by Army military personnel or civilian employees stationed in the country concerned.**Disposition:** Command Claims Services: Destroy 10 years after final action on the case.**FN:** 27-20c**Title:** Local foreign claims**Authority:** NN-173-91**Privacy Act:** Not applicable.**Description:**

- a. Case files on claims arising in foreign countries for—
 - (1) Personal injury or death.
 - (2) Damage, loss, or destruction of public or private property.
 - (3) Any connection with provisions of contracts, leases, or other instruments.
- b. They are limited to those claims which cannot be settled under Army regulations. Also, they must be settled under local laws, regulations, or agreements.

Disposition: Destroy 10 years after final action on the case.**FN:** 27-20d**Title:** Claim journals and indices**Authority:** NC1-AU-83-43**Privacy Act:** A0027-20aDAJA**Description:** Information used for recording pertinent information on each event on an actual or possible claim, and cross-indexes of incidents entered in the claims journal.**Disposition:**

- a. OTJAG: Destroy after 6 years.
- b. Other offices: Destroy after 5 years.

FN: 27-20e**Title:** Claim reports**Authority:** NC1-AU-83-41**Privacy Act:** A0027-20aDAJA**Description:** Information containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are: copies of reports kept by reporting offices, report consolidations and summaries prepared or kept by OTJAG, information directly related to the reports.**Disposition:**

- a. OTJAG: Destroy when no longer needed for current operations.
- b. Other offices: Destroy after 2 years.

FN: 27-20f**Title:** Claim investigation reports**Authority:** NN-163-152 and GRS 6, Item 10a**Privacy Act:** A0027-20aDAJA**Description:** Information showing the results of investigation of accidents and incidents which could, but do not, cause the filing of a claim. Included are investigation reports, marine casualty investigation reports, statements of witnesses, and related information.**Disposition:**

- a. Reports on possible claims against the Government:
 - (1) Cases involving medical malpractice: Destroy 10 years after date of incident.
 - (2) All other cases: Destroy 6 years, 3 months after date of incident.
- b. Reports on possible claims in favor of the Government on which no claim exists: Destroy after 6 years, 3 months.

FN: 27-20g**Title:** Tort claims

Table B-11**File category 27: Legal services—Continued****Authority:** NN-173-91**Privacy Act:** A0027-20bDAJA**Description:** Case files on tort claims against the Army for damage, loss, or destruction of private property, personal injury or death resulting from negligence of wrongful acts, or omission of acts by military personnel and civilian employees.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20h**Title:** Noncombat activity claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims against the Government for personal injury or death or for damage, loss, or destruction of personal and real property caused by Army and Army National Guard military personnel and civilian employees involved in noncombat activities.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20i**Title:** Nonscope of employment claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims against the Government not recognizable under any other provision of law. The claims are settled under the act of 9 October 1962 (Stat. 767) for damage to, or loss of property, personal injury or death caused by a member of the Army or a civilian employee of the Army. These are case files on claims which arose on and after 9 October 1962 incident to the use of a vehicle of the United States at any place, or any other property of the U.S. on a Government installation.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20j**Title:** Nonappropriated fund claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims against nonappropriated fund activities for damage, loss, or destruction of property, and personal injury or death.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20k**Title:** Army property damage claims**Authority:** NN-173-91 and GRS 6, Item 10a**Privacy Act:** A0027-20cDAJA**Description:** Case files on claims in favor of the Army for damage, loss, or destruction of Army property.**Disposition:**

a. OTJAG:

(1) Collected claims: Destroy 10 years after final action on the case.

(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.

b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

FN: 27-20m**Title:** Medical expense claims**Authority:** NN-173-91 and GRS 6, Item 10a**Privacy Act:** A0027-20dDAJA**Description:** Case files on claims in favor of the Army for the cost of medical care furnished authorized persons for injuries or diseases caused by wrongful or negligent acts or omissions of third parties.**Disposition:**

a. OTJAG:

(1) Collected claims: Destroy 10 years after final settlement.

(2) Uncollected claims: Destroy 10 years after completion of litigation or 6 years, 3 months after determination that the case will not be prosecuted.

b. Other offices: Destroy locally settled cases 6 years, 3 months after final action or 2 years after determination that case is not collectible.

FN: 27-20n**Title:** Article 139 claims**Authority:** NN-163-152**Privacy Act:** A0027-20aDAJA**Table B-11****File category 27: Legal services—Continued****Description:** Case files on claims against military personnel under article 139 of the UCMJ. These claims arise from riotous, violent, or disorderly conduct which results in damage to or loss of private property.**Disposition:** Destroy after 10 years.**FN:** 27-20p**Title:** NATO claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files on claims for damage, loss, or destruction of real and personal property, or personal injury or death, caused by North Atlantic Treaty Organization (NATO) foreign nationals in the U.S. or its territories. (Claims against U.S. forces stationed in NATO countries are settled by and under the laws of the country concerned.)**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20q**Title:** Maritime claims**Authority:** NN-173-91**Privacy Act:** A0027-20aDAJA**Description:** Case files in favor of or against the Army for salvage or towage of maritime property, damage, loss or destruction of property, or personal injury or death. Includes claims arising from violations of 33 USC 408.**Disposition:** OTJAG: Destroy 10 years after final action on the case.**FN:** 27-20t**Title:** Agency claims**Authority:** NN-166-204**Privacy Act:** A0026-20aDAJA**Description:** Copies of case files or components which are kept by DA Staff agencies, certain MACOMs, and engineer divisions which relate to claims arising at subordinate installations.**Disposition:** Destroy after 10 years.**FN:** 27-20v**Title:** Personal property claims reimbursements**Authority:** NC1-AU-79-20**Privacy Act:** A0027-20aDAJA**Description:** Information accumulated by offices responsible for determining the validity of claims for reimbursement for personal property shipments when charges are paid by the individual.**Disposition:** Office responsible for making determination: Destroy after 3 years.**FN:** 27-40a**Title:** Civilian personnel litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA**Description:** Information on actual or potential legal proceedings brought against the United States by civilian employees in which the Army, including its instrumentalities, has an interest. This specifically includes cases involving discrimination (for example, sex, race, national origin, age, handicap), reductions-in-force, adverse actions, disciplinary terminations, removals, installation closings, union challenges to contracting-out decisions, and all litigation brought in foreign courts. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.**Disposition:**

a. U.S. Army Legal Services Agency (USALSA), OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to, or result in significant changes in, Army organization or policies; pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40b

Table B-11**File category 27: Legal services—Continued****Title:** General litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

Description: Information on actual or potential legal proceedings brought against the United States in which the Army, including its instrumentalities, has an interest. Specifically, cases involving contracts, bankruptcies, the Freedom of Information Act, the Privacy Act, the Uniformed Services Former Spouses Protection Act, and other miscellaneous laws. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

Disposition:

- a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.
- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.
- c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40c**Title:** Military personnel litigation case files:**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

Description: Information on actual or potential legal proceedings brought against the United States involving military operations, policy, and Army military personnel in which the Army, including its instrumentalities, has an interest. Specifically, cases involving military operations, promotion procedures, reenlistment policies, discharge characterizations, administrative discharges, collateral attacks on courts-martial, retirement and back pay claims, certain constitutional tort cases, and conscientious objector cases. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and outside the Federal Government, and related information.

Disposition:

- a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.
- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.
- c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40d**Title:** Tort litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

Description: Information on actual or potential legal proceedings brought against the United States under the Federal Tort Claims Act, in which the Army, including its instrumentalities, has an interest. Specifically, tort-related litigation against DA and DOD personnel, and tort litigation arising under other laws including the Medical Care Recovery Act. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

Disposition:**Table B-11****File category 27: Legal services—Continued**

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40e**Title:** Environmental litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

Description: Information on actual or potential legal proceedings brought against the United States under environmental statutes in which the Army, including its instrumentalities, has an interest. This specifically includes redress under the Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, National Environmental Policy Act, and other environmental statutes. Also included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

Disposition:

- a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy 30 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.
- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree, or other court order.
- c. Other offices: Destroy 6 years after completion of any action required for environmental compliance or cleanup as specified in U.S. Environmental Protection Agency guidance, an interagency agreement, consent decree or other court order.

FN: 27-40f**Title:** Procurement fraud litigation case files**Authority:** NC1-AU-77-12**Privacy Act:** A0027-40DAJA

Description: Information on actual or potential legal proceedings involving fraud or corruption in defense contracts in which the Army, including its instrumentalities, has an interest. Included are advisory reports, investigative reports, litigation reports, copies of pleadings, motions, and other relevant papers, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

Disposition:

- a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.
- b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy

Table B-11**File category 27: Legal services—Continued**

10years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40g

Title: Legal representation case files

Authority: NC1-AU-77-12

Privacy Act: A0027-40DAJA

Description: Information on actual or potential litigation brought against Government officers and officials in their individual capacities arising out of acts or omissions committed by them in the course of their official duties. Representation case files do not include proceedings against the U.S. or its instrumentalities. Included are advisory reports, investigative reports, litigation reports, pleadings, communications with Army Staff agencies, commands, and activities, communications with the Department of Justice and U.S. Attorneys, with other organizations, agencies, activities, and persons both within and without the Federal Government, and related information.

Disposition:

a. USALSA, OTJAG, and OCE for Civil Works cases: Destroy after 30 years. Exception: Those cases heard by the Supreme Court or designated by TJAG, or OCE Chief Counsel, as significant in that they are major challenges to or result in significant changes in Army organization or policies, pertain to alleged major violations or legal limitations of the permissible scope of U.S. intelligence activities, or cases of historical significance because of widespread public or congressional attention or combat origin: Permanent. Cut off on the completion of litigation.

b. USALSA, OTJAG, and OCE for cases not involving litigation: Destroy 10years after date of accident or incident.

c. Other offices: Destroy 6 years after completion of litigation.

FN: 27-40i

Title: Judicial information release files

Authority: NN-165-31

Privacy Act: Not applicable.

Description: Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. To the extent possible, file these papers in the particular file to which the information release pertains (for example, the proper personnel, patent, litigation, or claim file).

Disposition:

a. Safeguarded information: Destroy after 10 years.

b. Nonsafeguarded information: Destroy after 2 years.

FN: 27-50a

Title: Country law studies

Authority: NC1-AU-78-25

Privacy Act: Not applicable.

Description: Information on the preparation of studies showing an examination of the substantive and procedural criminal laws of each foreign country in which regularly stationed U.S. military forces are subject to the criminal jurisdiction of foreign authorities, and comparisons with procedural safeguards of a fair trial in the United States.

Disposition:

a. Offices of officers designated as "Commanding Officer" for each country concerned: Permanent. Retire on supersession or obsolescence.

b. Other offices: Destroy on supersession or when no longer needed for reference.

FN: 27-50b

Title: Foreign jurisdiction cases

Authority: NC1-AU-77-128

Privacy Act: A0027-50DAJA

Description: Information on civil or criminal trial and confinement of persons subject to the court-martial jurisdiction of the Army or of civilian employees of the DOD and dependents by foreign courts or foreign administrative agencies. Included are individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their criminal jurisdiction,

Table B-11**File category 27: Legal services—Continued**

communications with staff judge advocates, DA, diplomatic missions, and other organizations.

Disposition: OTJAG and overseas commands, where applicable: Destroy after 30years. Cut off yearly following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable.

FN: 27-50c

Title: Foreign jurisdiction reports

Authority: NC1-AU-83-42

Privacy Act: Not applicable.

Description: Information on the exercise of criminal jurisdiction by foreign courts over U.S. Army personnel. Included are summary reports on the exercise of foreign jurisdiction, commanders' evaluating reports on the effect of local jurisdiction on the accomplishment of their missions, reports on the number of cases in which funds were expended, and total expenditures for payment of counsel fees, provision of bail, court costs, and other expenses, reports concerning personnel who are confined in foreign penal institutions, reports of results of visits to confined personnel, and actions taken, consolidations and summaries of the above reports, reports showing lists and summaries of the most important cases pending, and similar reports or consolidations prepared by OTJAG.

Disposition:

a. OTJAG:

(1) Consolidations and summaries: Permanent.

(2) Feeder reports: Destroy on extraction or consolidation of the contained data.

b. Other offices: Destroy 3 years after completion of the next report.

FN: 27-60a

Title: Intellectual property opinions

Authority: NN-164-30

Privacy Act: A0027-60DAJA

Description: Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 27-60 series of records.

Disposition: Destroy on supersession or obsolescence.

FN: 27-60b

Title: Patent application security reviews

Authority: NC1-AU-79-55

Privacy Act: Not applicable.

Description: Information on reviewing the security of patent applications, placing applications under secrecy, modifying secrecy orders, and withdrawing applications from secrecy by the Invention Secrecy Act, 35 USC 181-188. Note: Files gathered by the office in charge of prosecuting the patent application will be filed in the patent application or patented file, as appropriate.

Disposition:

a. Secretary, Armed Services Patent Advisory Board: Destroy 20 years after rescission of secrecy order.

b. Other offices: Destroy on supersession or obsolescence.

FN: 27-60c

Title: Rights in employee inventions

Authority: NN-164-30

Privacy Act: A0027-60aDAJA

Description: Information on administration of the policy for disposition of rights in inventions of Government employees according to Executive Order (EO) 10096, 23 Jan 50, as changed by EO 10930, 24 Mar 61, or any other provision of law or regulation. Included is information on appeal, reconsideration of agency determinations, and decisions of the Commissioner of Patents.

Note: Information on specific inventions is gathered by the office originating the patented file. File this information in the invention disclosure, patent application, or patented file, as appropriate.

Disposition:

a. OTJAG and originating office: Destroy after 25 years. PIF on expiration of appeal period or after receipt of confirmatory license or assignments and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

FN: 27-60d

Title: Foreign patent filings

Authority: NN-164-30

Table B-11**File category 27: Legal services—Continued****Privacy Act:** A0027-60aDAJA**Description:** Information on the filing of foreign patent applications by the U.S. or by another party on behalf of the U.S. wherein the U.S. has or obtains rights in the foreign patent. Included is information generated in the cooperative cross-filing of foreign patent applications by governments and issued foreign patent, if any. (Information in this category gathered by the office in charge of patent prosecution of U.S. patent applications will be filed in the patent application or patented file, as appropriate.)**Disposition:**

- a. OTJAG: Destroy after 25 years. Cut off yearly after patenting or abandonment of foreign patent application.
- b. Other offices: Destroy 2 years after completion of action.

FN: 27-60e**Title:** Patent and data munition controls**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on legal problems usually involving patents, technical data, or other proprietary rights under munitions control. Included are copies of foreign licenses or technical assistance agreements, the coordinating actions or review comments, and directly related information.**Disposition:**

- a. Cases involving licenses and technical assistance agreements: Destroy after 20 years.
- b. Other cases: Destroy after 2 years.

FN: 27-60f**Title:** Patent licenses and assignments**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information evidencing interests of the Government in or under patents or applications for patents procured on behalf of the Army. It also includes those needed to be recorded on the Register of Government Interests in Patents and Applications for Patents in the U.S. Patent Office. Included are copies of licenses, assignments, other instruments, and letters of transmittal, not included are administration of, or operation under, license agreement and follow-up programs, investigations of license proffers, and negotiations of license agreements.**Disposition:**

- a. OTJAG: Destroy after 25 years. Retire after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 27-60g**Title:** Government-owned patent licensing files**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information on the granting of licenses on Government-owned patents. Included are requests for licenses, the coordinating actions, retained copies of the licenses, and communications on the licensing arrangements. Note: Information of this category gathered by the office originating the patented file will be filed in the proper patented file.**Disposition:**

- a. OTJAG: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 27-60h**Title:** Copyright licenses and assignments**Authority:** NC1-AU-84-38**Privacy Act:** A0027-60aDAJA**Description:** Information showing interests of the Government in or under copyrights procured or obtained on behalf of the DA whether or not recorded in the Office of the Register of Copyrights. Included are copies of copyright license and assignments and other instruments.**Disposition:** Destroy after 150 years. Retire when no longer needed for current operations.**FN:** 27-60i**Title:** Government copyright and trademark license grants**Authority:** NC1-AU-84-37**Privacy Act:** A0027-60aDAJA**Description:** Information on all phases of the granting of licenses on Government-owned copyrights, trademarks, service marks, and related**Table B-11****File category 27: Legal services—Continued**

items. Included are requests for information, the coordinating actions, copies of license grants, communications, follow-up actions taken by the Government on the licensing arrangements, and information in which clearances are granted, opinions are expressed that licenses are not needed, and the use of certain material or procedures does not infringe on Government regulated rights.

Disposition: Destroy after 150 years. Retire when no longer needed for current operations.**FN:** 27-60j**Title:** Data releases**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on clearance of data (other than motion pictures) with respect to copyrights and the Government's rights in the data, for limited purposes or as a general release but, in either event, not for procurement purposes. Included are requests for release or clearance of data, the coordinating actions, information containing clearances or releases, and related information.**Disposition:** Destroy after 20 years.**FN:** 27-60k**Title:** Popular names clearances**Authority:** NN-170-18**Privacy Act:** Not applicable.**Description:** Information on clearance of popular names being considered for adoption as designations for Army equipment.**Disposition:** Destroy after 20 years.**FN:** 27-60m**Title:** Patent dockets**Authority:** NC1-AU-78-120**Privacy Act:** A0027-60aDAJA**Description:** Information used to control the flow of, or work on, invention disclosures, patent applications, patents, and related matters.**Disposition:** Destroy after 40 years in CFA.**FN:** 27-60n**Title:** Invention disclosures**Authority:** NN-164-30**Privacy Act:** Not applicable.**Description:** Information on invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may be filed. Included are invention disclosures, drawings, patentability search reports, evaluation reports, recommendations for disposal, copies of publication of disclosures, information showing disposal by transfer to another agency, and related correspondence. They do not include disclosures on which a contractor will keep a patent application or has obtained a patent (patent right follow-up files). Note: When an invention is processed for patenting, the disclosure will be withdrawn and filed in the patent application files. The invention disclosure file will include only those disclosures on which patent applications were not filed.**Disposition:** Destroy after 25 years. Cut off yearly after publication or other disposition, or after decision not to file a patent application.**FN:** 27-60p**Title:** Patent applications**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information showing application to the U.S. Patent Office for a patent. Included are the patent application with the related disclosure and all amendments, petitions, appeals, interferences, and related correspondence. Note: When a patent is issued, withdraw the related application file and file it in the patented files. This file will include only abandoned patent applications with related disclosures.**Disposition:** Destroy after 25 years. Cut off yearly after abandonment.**FN:** 27-60q**Title:** Patented files**Authority:** NN-164-30**Privacy Act:** A0027-60aDAJA**Description:** Information on those cases in which a patent was issued but excluding inventions patented by contractors. Included are the related invention disclosure and patent application, and other information on the patented invention.

Table B-11**File category 27: Legal services—Continued**

Disposition: Destroy after 25 years. Cut off yearly after the issuance of the patent.

FN: 27-60r

Title: Copyright assistance files

Authority: NN-170-18

Privacy Act: A0027-60aDAJA

Description: Information on copyright assistance rendered to Government employees. Included are applications, prosecution information, and related correspondence.

Disposition: Destroy after 20 years.

FN: 27-60s

Title: Trademark soliciting and opposition files

Authority: NC1-AU-78-105

Privacy Act: Not applicable.

Description: Information on actions which may or are intended to bar the solicitation, registration, or grant of a trademark, service mark, trade name collective mark, or certification mark. This prevents future opposition to Army use of the mark. Included are communications with the Trademark Examiner, U.S. Patent Office, communications with private concerns and persons regarding the use of such marks, and related information.

Disposition: Destroy on supersession, obsolescence, or when no longer needed for reference.

FN: 27-60t

Title: Proffer and infringement claims dockets

Authority: NC1-AU-78-120

Privacy Act: A0027-60bDAJA

Description: Information used to locate, control, or coordinate individual patent license, copyright, or data proffers, and infringement or misuse claims.

Disposition: Destroy after 40 years in CFA.

FN: 27-60u

Title: Government asserted claims

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on the administrative assertion of claims by the Government for the improper or unauthorized use of Government-owned rights in intellectual property. Included are claims against indemnitors for recoupment of patent infringement liabilities and information showing actions taken to prevent or stop improper use of DA or Government copyrights, trademarks, service marks, or similar items.

Disposition: Destroy after 25 years.

FN: 27-60v

Title: Infringement allegations

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on allegations of infringement or misuse of patents, copyrights, trademarks, and data which are not recognizable as formal claims under Federal Acquisition Regulation (FAR) and the DOD Supplement thereto. Included are inquiries, investigations, and other reports and communications concerning the allegations.

Disposition: Destroy after 30 years. Cut off yearly after completion of action.

FN: 27-60w

Title: Patent license proffers

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on the investigation and disposition of patent license proffers handled under AR 27-60, chapter 9. Included are communications on proffered licenses or assignments, requests for clearances and clearance to consider and process licenses or assignments on behalf of the DA, the coordinating actions, and preliminary and final reports of consideration or settlement. Note: When data licensing is also involved, file the case under the dominant interest.

Disposition: Destroy after 30 years. Cut off yearly on obtaining the license or on rejection of, or refusal to, license.

FN: 27-60x

Title: Patent administrative claims

Table B-11**File category 27: Legal services—Continued**

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on the investigation and settlement or other disposition of administrative claims that need clearance under AR27-60, chapter 8, which are based on infringement or misuse of patents or violations of contracts concerning the use of patents, and on the Invasion Secrecy Act or Foreign Assistance Act. Included are communications regarding the claim, request for clearances to investigate and settle the claim, the coordinating actions, and preliminary and final reports of investigation and settlement of the claim.

Disposition: Destroy after 30 years. Cut off yearly following settlement or denial of the claim.

FN: 27-60y

Title: Patent infringement litigations

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on litigation by or against the U.S. in the Court of Claims, District Courts, or other courts on claims for patent infringement, misuse of patents, or enforcement of agreements and other claims arising from patent problems, regardless of cause. Included are communications with, and reports to, the Department of Justice and information concerned with giving information to that department for defense or prosecution of the suit.

Disposition: Destroy after 30 years. Cut off yearly following termination of litigation.

FN: 27-60z

Title: Data licensing

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information used to obtain license rights (by the Government) in privately owned data with or without an accompanying agreement for procurement of the data itself (except where data is procured as an item under a supply or research and development contract). Note: When license rights under patents are also involved, file the case under the dominant interest.

Disposition: Destroy after 30 years. Cut off yearly after completion of action.

FN: 27-60aa

Title: Data litigation

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on litigation alleging misuse of data whether the right to recover is alleged to be based on contract or otherwise. Included are communications with data owners, other patent activities, and the Department of Justice, investigation reports, and related information.

Disposition: Destroy after 30 years. Cut off yearly on completion of litigation.

FN: 27-60bb

Title: Copyright licensing assistance

Authority: NN-164-30

Privacy Act: A0027-60aDAJA

Description: Information on advice and assistance provided in obtaining licenses for Army use of copyright material. Included are reports on cases in which the copyright owner cannot be located or withholds his or her consent, comments or opinions concerning proposals to obtain free licenses or to purchase licenses, and related information. Not included are copyrights obtained as a part of a contract for procurement of data.

Disposition: Destroy after 30 years. Cut off yearly on completion of action.

FN: 27-60cc

Title: Copyright infringement claims

Authority: NN-164-30

Privacy Act: A0027-60bDAJA

Description: Information on investigation and disposition of administrative claims for copyright infringement handled under AR 25-30 or other pertinent instructions. Included are communications with claimants, copies of written consent, if given, statements concerning the origination and proposed use of the materials, and related information.

Table B-11**File category 27: Legal services—Continued**

Disposition: Destroy after 30 years. Cut off yearly on completion of action.

FN: 27-60dd

Title: Copyright infringement litigation

Authority: NN-164-30

Privacy Act: AO027-60bDAJA

Description: Information on litigation by or against the U.S. based on copyright infringement, misuse of copyrights, enforcement of agreements, and comparable claims arising from copyright problems regardless of causes. Included are communications with and reports to the Department of Justice and information concerned with providing information to that department for defense or prosecution of suits.

Disposition: Destroy after 30 years. Cut off yearly on completion of litigation.

FN: 27-60ee

Title: Infringement legislative claims

Authority: NN-164-30

Privacy Act: AO027-60bDAJA

Description: Information on investigations in connection with processing proposed legislation or bills for private relief of persons because of rights of persons in inventions, patents, copyrights or data. Included are reports of investigations, comments or recommendations on the proposed bills, copies of jurisdictional bills, or bills for the award of money, and related correspondence.

Disposition: Destroy after 35 years. Cut off yearly after completion or expiration of pendency of the bill.

FN: 27-60ff

Title: License executory files

Authority: NN-164-30

Privacy Act: AO027-60aDAJA

Description: Information on the administration of executory portions of patent licenses, assignments, or other agreements with the Government (for example, administration and monitoring of provisions for running royalties, royalty ceilings, royalty adjustments, and modifications of contract terms). Included are royalty quotations and reports, information containing recommendations for proper action, and related information.

Disposition: Destroy after 20 years. Cut off yearly on expiration of the agreement.

FN: 27-60gg

Title: Patent right follow-ups

Authority: NN-164-30

Privacy Act: AO027-60aDAJA

Description: Information on the follow-up on contracts having patent rights clauses to identify inventions in which the Government may have an interest and to obtain rights thereon for the Government. Included are interim and final reports listing inventions made under the contract or certifications that no inventions were made, investigation reports, communications containing recommendations and opinions, and related information. They do not include information on patent soliciting resulting from the Government's acquisition of an invention disclosure with right to file a patent application.

Disposition: Destroy after 25 years. PIF on completion of action and cut off at the end of that year.

FN: 27-60hh

Title: Patent and data contract reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information showing the review and approval of contracts, invitations to bid, request for quotations for appropriateness and conformity with laws and regulations, policy governing inventions, patents, copyrights, data, or similar intellectual property. Included are information containing opinions, comments, and recommendations, and information showing interpretations of provisions in proposed or existing contracts. It does not include files described elsewhere in this section.

Disposition: Destroy after 8 years, except opinions and interpretations will be destroyed on supersession or obsolescence.

FN: 27-60ii

Title: Intellectual property clause deviations

Authority: NC1-AU-79-53

Privacy Act: Not applicable.

Table B-11**File category 27: Legal services—Continued**

Description: Information on requests for, and approval or disapproval of, deviation from standard procurement contract clauses. These clauses pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are information used to support and justify such requests (for example, memorandums of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case). Information gathered by contracting officers administering contracts will be filed with the related contract.

Disposition:

a. Offices having Army-wide responsibility: Destroy 10 years after approval or disapproval of deviation.

b. Office of headquarters of major commands: Destroy on supersession or obsolescence.

c. Other offices: Destroy after 6 years, except that information filed with related contracts will be destroyed with the related contract.

FN: 27-60jj

Title: Royalties

Authority: NN-164-30

Privacy Act: AO027-60bDAJA

Description: Information on considerations, investigations, negotiations, or other actions taken to reduce or recoup royalties paid or to be paid (by the contractor to the owner) for use of patents, copyrights, or other data under procurement contracts. Included are investigative reports, opinions, and related information.

Disposition: Destroy after 20 years. Cut off yearly on completion of action.

FN: 27-60kk

Title: Request for greater rights

Authority: NN-164-30

Privacy Act: AO027-60bDAJA

Description: Information on decisions on contractors' requests for greater rights in inventions under contracts containing patent rights clauses of the title or deferred type.

Disposition: Destroy after 20 years.

FN: 27-60mm

Title: Procurement data clearances

Authority: NN-164-30

Privacy Act: Not applicable.

Description: Information on legal clearance of data for use in procurement, but not information on search resulting from proffers and infringement claims. Included are reports of search and similar information.

Disposition: Destroy after 20 years.

FN: 27-60nn

Title: Intellectual property foreign procurements

Authority: NN-164-30

Privacy Act: Not applicable.

Description: Information on inventions, patent, copyright, and data aspects of the placement and administration of contracts for, or on behalf of, a foreign government with U.S. or foreign contractors. Included are information containing opinions and recommendations, communications with foreign owners of intellectual property, and related information.

Disposition: Destroy after 20 years.

FN: 27-60pp

Title: Intellectual property international agreements

Authority: NN-164-30

Privacy Act: Not applicable.

Description: Information on all phases of the acquisition of inventions, patents, data, or copyrights from foreign, private, or governmental sources, but not information on specific claims or proffers. Included are comments on terms of technical agreements and rights clauses, copies of technical agreements, and related information.

Disposition: Destroy after 25 years.

FN: 27-60qq

Title: Intellectual property private litigations

Authority: NN-164-30

Privacy Act: AO027-60bDAJA

Description: Information on all phases of Government monitoring,

Table B-11**File category 27: Legal services—Continued**

supplying information for, or other participation in, private litigation on patent, copyright, or data rights. Included are requests for approval and approvals to release the information and related communications.

Disposition: Destroy after 20 years. Cut off yearly after termination of litigation.

FN: 27-60rr

Title: Installation intellectual property procurements

Authority: NN-164-30

Privacy Act: Not applicable.

Description: These files consist of information described in FNs27-60hh through 27-60rr. This file number may be used by patent activities when (because of limited volume) it is impractical or uneconomical to establish separate files.

Disposition: Destroy after 25 years.

FN: 27-60ss

Title: Unsolicited proposals

Authority: NN-164-30

Privacy Act: AO027-60aDAJA

Description: Information relating to the receipt and administration of the evaluation of unsolicited disclosures, data, suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by military personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from qualitative requirements information or similar problem statements, memorandums of understanding, communications with submitters, evaluations, and similar information.

Disposition: Office of record established pursuant to the provisions of AR27-60: Destroy after 6 years.

FN: 27-60tt

Title: Laboratory notebooks

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of an invention. Notebooks are generally of two types: those containing technical data which is routine, fragmentary, or duplicated in technical reports and information and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.

Disposition: Destroy 23 years after last entry in notebook. Retire after 6 years.

FN: 27-70a

Title: Country law tax studies

Authority: N1-AU-91-4

Privacy Act: Not applicable.

Description: Country law tax studies required pursuant to the DOD Foreign Tax Relief Program.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 27-70b

Title: DOD Foreign Tax Relief Program report files

Authority: N1-AU-91-4

Privacy Act: Not applicable.

Description: Annual reports required under the DOD Foreign Tax Relief Program(RCS: DDGC(A)1199). Includes a summary of significant activities during the preceding year of the administration of the program furnished by commanders of the unified commands to the General Counsel of the DOD.

Disposition: Destroy after 2 years.

Table B-12**File category 27: Legal services—rescinded FNs**

FN: 27-1e

Title: Legislation files

Use: FN 1-20a

FN: 27-1f

Title: Legislation comments

Use: FN 1-20b

FN: 27-1g

Title: Congressional investigations

Use: FN 1-20c

FN: 27-1h

Title: Congressional visit reports

Use: FN 1-20d

FN: 27-1k

Title: Professional responsibility and management inquiries

Use: FN 27-1a

FN: 27-5a

Title: Law library vouchers

Use: FN 27-1n

FN: 27-5b

Title: Shelf list cards

Use: FN 27-1p

FN: 27-5c

Title: Law library catalogs

Use: FN 27-1q

FN: 27-5d

Title: Judicial information releases

Use: FN 27-40i

FN: 27-10i

Title: Litigation cases

Use: FN 27-40a through 40g, as appropriate.

FN: 27-10p

Title: Country law studies

Use: FN 27-50a

FN: 27-10q

Title: Foreign jurisdiction cases

Use: FN 27-50b

FN: 27-10r

Title: Foreign jurisdiction reports

Use: FN 27-50c

FN: 27-20r

Title: Navigable waterway violations

Use: Not applicable.

FN: 27-20s

Title: Contract adjustments and claim determinations

Use: FN 27-40b

FN: 27-20u

Title: FBI criminal-type reports

Use: Not applicable.

FN: 27-20w

Title: Pecuniary charge appeals

Use: FN 27-3d

FN: 27-40h

Title: Appearance as counsel in civil court

Use: FN 27-1d

B-12. File category 30: Food program*a. Prescribing directives.*

- (1) AR 30-1, The Army Food Service Program.
- (2) AR 30-5, Food Cost and Feeding Strength Summary.
- (3) AR 30-7, Operational Rations.

- (4) AR 30–16, Food Service Data Feedback Program.
 (5) AR 30–18, Army Troop Issue Subsistence Activity Operating Procedures.
 (6) AR 30–19, Army Commissary Store Operating Policies.
 (7) AR 30–21, Army Field Feeding Procedures.
b. Description. These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations. Note: These files have undergone a complete revision since the last MARKS regulation. Care must be taken in establishing new files. See table B–13.

Table B–13
File category 30: Food program

FN: 30
Title: General food program correspondence files
Authority: NN–167–31 and NN–165–192
Privacy Act: Not applicable.
Description:
 a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to the food program which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)
 b. NONACTION: Matters relating to food program that are received for information only, on which no action is required. These include cards, listings, indexes, appointment orders, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, cook status reports, and similar working papers gathered for preparation of an action.
Disposition:
 a. ACTION: Destroy after 2 years.
 b. NONACTION: Destroy when no longer needed for current operations.

FN: 30–1a
Title: Cash receipts
Authority: NN–166–179
Privacy Act: Not applicable.
Description: Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation in accordance with AR15–6, report of survey per AR 735–5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.
Disposition: Destroy after 2 years. Maintain these files on a fiscal year basis.

FN: 30–1b
Title: Menu files
Authority: NC1–AU–80–54
Privacy Act: Not applicable.
Description: Copies of the master menus, cyclic menus, special menus, proceedings of menu boards, and enlisted dining facility advisory council minutes.
Disposition: Destroy when superseded.

FN: 30–1c
Title: Dining facility reviews
Authority: NN–166–179
Privacy Act: Not applicable.
Description: Information relating to review or inspection of dining facility operations, included are administration, and sanitation files; contractor performance evaluations; nutrition, requisition, and receiving procedures; security, inventory management, and meal card verification; and reports. Included are summary of account status review, quality deficiency reports (QDRs), equipment improvement reports (EIPs),

Table B–13
File category 30: Food program—Continued

Unsatisfactory Material Reports (UMRs), food service equipment replacement record, and related information on findings and recommendations.
Disposition: Destroy after 1 year. Maintain these files on a fiscal year basis.

FN: 30–1d
Title: Dining facility operations
Authority: NC1–AU–80–54
Privacy Act: Not applicable.
Description: Documents pertaining to operating the dining facility. Included are production schedules, head count records, signature head count sheets, kitchen requisitions, sensitive and high dollar item disposition, inventories with recap sheets, strength and feeder reports (field), and similar information. Not included are meal card management records; see FN600–38a.
Disposition:
 a. Active Army: Destroy after 6 months.
 b. Reserve Components: Destroy after 1 year.
 c. Maintain these records on a fiscal year basis.

FN: 30–1e
Title: Ration request, issue, delivery, and account status files
Authority: NC1–AU–76–57
Privacy Act: Not applicable.
Description: Dining facility information relating to issue, subsistence reports, ration requests, feeder reports, issue and turn-in slips not used for receipt of cash, delivery tickets, machine printouts, certificates of donation, dining facility account card, and transfer of subsistence between dining facilities.
Disposition: Dining facilities:
 a. Active Army: Destroy after 6 months.
 b. Reserve component: Destroy after 1 year.
 c. Maintain these files on a fiscal year basis.

FN: 30–1f
Title: Operational rations
Authority: NN–166–204
Privacy Act: Not applicable.
Description: Information relating to the operational ration/box lunch control sheets, ration control sheets, transfers of subsistence between field and garrison operations, inventories of subsistence received from the field, and related information pertaining to requisition, receipt, storage, inspection and issue of operational rations.
Disposition: Destroy after 2 years. Maintain these files on a fiscal year basis.

FN: 30–1g
Title: Food program projects
Authority: NC1–AU–77–50
Privacy Act: Not applicable.
Description: Information resulting from actions taken to evaluate and improve the overall Army Food Program. Included are staff studies, survey and test reports, coordinating actions, and similar information.
Disposition: Destroy 2 years after completion of the project.

FN: 30–1h
Title: Food program reports
Authority: NC1–AU–77–51
Privacy Act: Not applicable.
Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports; subsistence supply and service reports; reports of progress accomplished in the food program; post food service supervisor's reports; and reports containing data relative to central billing for cross-servicing of meals furnished personnel of other services; Connolly program information, command logistic reviews, best dining facility awards, dining facility modernization plan, annual food plan, culinary arts information, food service summaries, and food service

Table B-13**File category 30: Food program—Continued**

management plans; approved brunch menus, cook of the quarter, and related information maintained by food advisor and or supervisors.

Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated or summary reports: Destroy after 5 years.

(2) Feeder reports: Destroy on extraction of data.

b. Other offices, brigade, division, installation, and MACOM food advisor/supervisor: Destroy after 2 years.

FN: 30-1i

Title: Ration requests

Authority: NN-66-204

Privacy Act: Not applicable.

Description: Requests for motor convoy rations, consolidated ration requests, or comparable documents relating to requests for the issue of subsistence. Maintain these files on a fiscal year basis.

Disposition: Brigade or higher: Destroy after 2 years.

FN: 30-1j

Title: Menus development

Authority: NC1-AU-77-148

Privacy Act: Not applicable.

Description: Information relating to the development, review, and approval of master and special menus. Included is information reflecting cost, dietary, nutritional information, and issue analyses, ration factor lists, copies of published menus, and copies of menu board minutes.

Disposition:

a. Offices responsible for preparation and issue:

(1) Record copies of the published menus: Permanent. Retire when no longer needed for current operations.

(2) Other files. Destroy 6 years after publication of the menu.

b. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.

FN: 30-1k

Title: Food facility establishment files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of cold storage facilities, bakeries, TISA, and similar food processing or storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Disposition: Office having Army-wide responsibility and responsibility for final approval: Destroy 2 years after discontinuance of the related facility.

FN: 30-1l

Title: Facility and equipment layout reviews

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for food facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the reviews.

Disposition: Office having Army-wide responsibility: Destroy when no longer needed for current operations.

FN: 30-5a

Title: Food cost and feeding strength reports

Authority: NC1-AU-80-54

Privacy Act: Not applicable.

Description: Reports used for the purpose of review and analysis of the food program containing data relative to central billing for cross-servicing of meals furnished personnel of other services. Included are food cost and feeding strength summary and subsistence data summary and similar information.

Disposition:

a. Office performing Army-wide responsibility:

(1) Consolidated or summary reports — destroy after 5 years.

(2) Feeder reports — destroy on extraction of data

b. Other offices at MACOM and installation level: Destroy after 2 years.

FN: 30-7a

Table B-13**File category 30: Food program—Continued**

Title: War reserve/protectable levels

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the establishment and status of war reserve and protectable levels of operational rations.

Disposition: Destroy after 2 years.

FN: 30-7b

Title: Disposition of operational rations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the disposition of operational rations due to condemnation or transfer to other governmental agencies due to excess stocks.

Disposition: Destroy after 2 years.

FN: 30-7c

Title: Unit basic loads

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the requisition, receipt, and inspection of all operational rations retained by Army units as part of their basic load.

Disposition: Destroy after 2 years.

FN: 30-7d

Title: Operational rations reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to semiannual and other reports required for operational rations.

Disposition: Destroy after 2 years.

FN: 30-16a

Title: Unsatisfactory subsistence files

Authority: NC1-AU-85-45

Privacy Act: Not applicable.

Description: Information on reporting of subsistence which is unsatisfactory for its intended use. Included are DA Form 1608-R (Unsatisfactory Material Report) or similar forms, coordination with veterinarians and Troop Issue Subsistence Activity, letters or other narrative reports, and similar information.

Disposition: Destroy after 1 year.

FN: 30-18a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 30-18b

Title: TISA reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information constituting a part of the reporting system on TISA operations. Included are all required TISA reports and correspondence concerning TISA reports.

Disposition: Destroy after 2 years.

FN: 30-18c

Title: TISA accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained by accountable and sales officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services, and the receipt and deposit of funds. They include monthly voucher register and general control, inventory adjustment monetary account documents, statements of gains and losses, adjustment vouchers and documents that are filed as vouchers to the account and similar information.

Disposition: Destroy after 2 years.

FN: 30-18d

Title: TISA BDFA, price list, and adjustment files

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-13**File category 30: Food program—Continued**

Description: Information maintained for basic daily food allowance (BDFA), price and adjustment. Included are registers of vouchers to a stock record account, BDFA computation sheets, price and stockage lists, TISA reports of survey, veterinary sample records and destruction certificates, subsistence discrepancy reports, and similar information.
Disposition: Destroy after 2 years.

FN: 30-18e

Title: TISA ALLFOODACT and management advisory messages

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Included are ALLFOODACT messages and management advisory messages received from higher headquarters.

Disposition: Destroy after 2 years or when superseded, obsolete, or no longer needed for reference.

FN: 30-18f

Title: TISA equipment replacement records

Authority: NN-166-104

Privacy Act: Not applicable.

Description: Information on facility or equipment replacement budget request documents and responses, equipment replacement records, requests for equipment and maintenance request logs, and similar information.

Disposition: Destroy after 2 years.

FN: 30-18g

Title: Item consumption files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Subsistence consumption cards and documents maintained for the planning and controlling of stockage levels such as not-in-stock lists, operational ration control forms, menus and recapitulations, and similar information.

Disposition:

a. Subsistence consumption cards: Destroy when new card is initiated or 1 year after discontinuance of the related item, whichever is first.

b. All other material: Destroy after 2 years.

FN: 30-18h

Title: TISA inventory records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to disinterested individual appointment orders and all inventory and inventory related records of the TISA except the book inventory maintained on the voucher register general control.

Disposition: Destroy after 2 year.

FN: 30-18i

Title: TISA requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisitions, document registers, direct vendor delivery requests, local purchase requests, discrepancy reports, other records of requisitions for the TISA but exclusive of such documents when filed with vouchers to the account.

Disposition: Destroy after 1 year.

FN: 30-18j

Title: TISA due-in documents

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained as a record of shipments due-in. Included are shipping documents and similar papers.

Disposition: Destroy after 1 year.

FN: 30-18k

Title: TISA receipt records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained as a record receipt, turn-in, and similar information.

Disposition: Destroy after 2 year.

FN: 30-18l

Title: TISA issue records

Table B-13**File category 30: Food program—Continued**

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained as a record issue, direct vendor delivery tickets machine printouts, and similar information.

Disposition: Destroy after 2 year.

FN: 30-18m

Title: TISA charge sales

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to charge customer requests, charge sales abstracts, charge sales receipts, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to charge sales, but exclusive of such documents files as vouchers to the account.

Disposition: Destroy after 2 years.

FN: 30-18n

Title: Garrison ration accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to unit ration requests, feeder reports, dining facility account cards and correspondence relating to the status of accounts maintained under the Army Ration Accounting System. Included are notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.

Disposition: Destroy after 2 years.

FN: 30-18o

Title: Field ration accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained under the Army Field Feeding System. Included are unit ration requests, feeder reports, account records and correspondence such as notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustments to accounts, and related information.

Disposition: Destroy after 2 years.

FN: 30-18p

Title: IDTAS ration accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to the Inactive Duty Training System(IDTAS). Included are unit ration requests, feeder reports, account records and correspondence, notices of status of accounts, reports of survey, statements of charges submitted by customers for adjustment to accounts, and related information.

Disposition: Destroy after 2 years.

FN: 30-18q

Title: Medical treatment facility issues

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Issue slips used for the request and issue of subsistence items to fill the menu requirements for dining facilities within medical treatment facilities. Included are facility slips and worksheets.

Disposition: Destroy after 1 year.

FN: 30-19a

Title: Commissary accountability

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to the commissary accountability and backup to support the voucher register and general control entries, such as receipts, sales, charge sales, transfer of subsistence, inventory results, price lists with adjustments and deposit of, or receipt of, funds. Similar information affecting the account includes statements of gains and losses, store block control journal, summary audit log, and receiving document logs; vendor coupons and refunds; food stamps; women, infants, and children (WIC) transactions, billing, and receipt documentation; food donations, container deposits, check collection fees; and disposition of damaged salvaged items and reports of survey.

Disposition: Destroy after 2 years. Information received in which no

Table B-13**File category 30: Food program—Continued**

action is required: Destroy when no longer needed for current operations.

FN: 30-19b

Title: Commissary activity plans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, not-in-stock lists, and similar information.

Disposition:

a. Item consumption files: Destroy on initiation of a succeeding record for that item or 1 year after discontinuance of the related item, whichever is first.

b. Remaining files: Destroy after 1 year.

FN: 30-19c

Title: Commissary reports

Authority: N1-AU-90-17

Privacy Act: Not applicable.

Description: Documents correspondence and follow-up data and information constituting a part of the reporting system on commissary operations. Included are standard reports, interim reports, and additional one-time reports that are not filed in a required area.

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years. Destroy feeder reports after data is extracted.

b. Other offices: Destroy after 2 years.

FN: 30-19d

Title: Commissary sales registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Registers maintained to control and identify sales orders and entries in registers bearing such information as sales order number, date, location of item sold, sales number, purchaser, description of item, amount of order, and similar information.

Disposition: Destroy after 6 years.

FN: 30-19e

Title: Commissary price lists

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Lists and supplements reflecting current prices for commissary store items.

Disposition: Destroy after 2 years.

FN: 30-19f

Title: Commissary cash and charge sales

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

Disposition: Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

FN: 30-19g

Title: Commissary requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisitions submitted to Defense Personnel Support Center and other supplying depots and agencies, advices of actions, and other papers retained as a record of the requisition of supplies for the commissary store, but exclusive of such documents when filed with vouchers to the account.

Disposition: Destroy after 1 year.

FN: 30-19h

Title: Commissary due-in documents

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained as a record of shipments due-in

Table B-13**File category 30: Food program—Continued**

used to plan warehouse space utilization. Included are shipping documents, requisitions, and similar information.

Disposition: Destroy on receipt of shipment or on completion of planned space utilization, as applicable.

FN: 30-19i

Title: Commissary accountable/responsible officer designations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information appointing the commissary officer or other commissary staff member as an accountable and responsible sales officer.

Disposition: Destroy 2 years after termination of duty.

FN: 30-19j

Title: Cash and charge sales (Rescinded; use FN 30-19f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 30-19k

Title: Commissary program projects

Authority: N1-AU-90-17

Privacy Act: Not applicable.

Description: Information resulting from actions taken to evaluate and improve the overall Army Commissary Program. Included are studies, market-basket survey reports, independent research, survey and test results, coordinating actions, and related information and data to review or evaluate commissary programs and initiatives.

Disposition:

a. Office having Army-wide responsibility: Destroy 2 years after completion of the project.

b. Other offices: Destroy after 2 years.

FN: 30-19l

Title: Commissary marketing/stockage program

Authority: N1-AU-90-17

Privacy Act: Not applicable.

Description: Information establishing policies and correspondence pertaining to authorized stockage of items, vendor stocked items, contract stockage, merchandising, promotions, item master file including changes, item descriptions, not-in-stock reports, Universal Product Code correspondence, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy when superseded, obsolete, or no longer needed for current operations.

b. Other offices: Destroy after 2 years.

FN: 30-19m

Title: Commissary establishment files

Authority: N1-U-90-17

Privacy Act: Not applicable.

Description: Information relating to the review and approval of recommendations for the establishment or discontinuance of commissary facilities and storing facilities. Included are recommendations, justifications, survey reports, approvals or disapprovals, and notification of establishment or discontinuance.

Disposition: Destroy 2 years after discontinuance of related facility.

FN: 30-19n

Title: Commissary facility layout reviews

Authority: GRS 17, Items 3 and 9

Privacy Act: Not applicable.

Description: Information relating to the technical review of layout plans for the construction of, significant modification to, or deviation from, standard plans for commissary facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, recommendations resulting from the reviews, and related information.

Disposition: Destroy when no longer needed for current operations.

FN: 30-21a

Title: Field menu files

Authority: NC1-AU-80-54

Privacy Act: Not applicable.

Table B-13**File category 30: Food program—Continued**

Description: Copies of operational menus, field training menus, and/or special menus.

Disposition: Destroy when obsolete, superseded, or no longer needed for current operations.

FN: 30-21b

Title: Field kitchen review files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the review of field kitchen administration, sanitation, supplies, equipment, and reports. Included are QDRs, EIRs, UMRs, and related information on findings and recommendations.

Disposition: Destroy after 1 year. Maintain these records on a fiscal year basis.

FN: 30-21c

Title: Field ration request, production, control sheet, and feeder report files

Authority: NC1-AU-76-57

Privacy Act: Not applicable.

Description: Information relating to strength and feeder reports; ration control sheets; ration requests; issues, turn-ins, and transfers; machine printouts; production schedules; and similar information.

Disposition: Destroy after 1 year. Maintain these records on a fiscal year basis.

B-13. File category 32: Clothing and textile materiel

a. Prescribing directive. AR 32-5, Introduction of New Clothing and Textile(C&T) Items into the DOD Supply System.

b. Description. Functions and procedures regarding the integrated supply management of clothing and textile material items. Also includes issue, serviceability, repair, turn-in, and disposition of clothing and textile items in the Army. This excludes descriptions and wearing of items of the uniform which are contained in the 670 series. See table B-14.

Table B-14**File category 32: Clothing and textile materiel**

FN: 32

Title: General clothing and textile material correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to clothing and textile material which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to clothing and textile material that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 32-5a

Title: Clothing material projects

Authority: NC1-AU-78-101

Privacy Act: Not applicable.

Table B-14**File category 32: Clothing and textile materiel—Continued**

Description: Documents relating to actions taken to evaluate and improve the overall Army clothing program. Included are staff studies, surveys, test reports, coordination actions, and related information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 6 years.

B-14. File category 34: Standardization

a. Prescribing directives.

(1) AR 34-1, International Rationalization, Standardization and Interoperability.

(2) AR 34-2, Rationalization, Standardization, and Interoperability Policy.

b. Description. These records concern standardization of engineering criteria, terms, principles, procedures, materials, items, equipment, parts, assemblies, and subassemblies to achieve uniformity and to make items interchangeable. In addition, they pertain to standardization of tactical doctrine, organization, intelligence, training, operations, administration, and nonmateriel aspects of combat development. See table B-15.

Table B-15**File category 34: Standardization**

FN: 34

Title: General standardization correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to standardization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to standardization that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 34-1a

Title: International standardization policies

Authority: NC1-AU-84-22

Privacy Act: Not applicable.

Description: Information relating to policy and general management of the International Military Rationalization/Standardization/ Interoperability Program.

Disposition:

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

FN: 34-1b

Title: ABCA standardization lists

Authority: NC1-AU-84-20

Privacy Act: Not applicable.

Description: Information including equipment development policies or statements on projects or items reflecting formal coordination relating to cooperative efforts.

Disposition:

Table B-15**File category 34: Standardization—Continued**

- a. Office having Army-wide or major command-wide responsibility: Permanent. PIF on completion of project and cut off at the end of that year.
- b. Other offices: Destroy on completion of project.

FN: 34-1c**Title:** International equipment reciprocal use files**Authority:** NC1-AU-84-19**Privacy Act:** Not applicable.

Description: Information relating to arrangements and actions taken in the international exchange or use of equipment for test and evaluation. Included are requests for equipment use, test project agreements, requests for extension of use time, test reports, and similar information.

Disposition:

- a. Office responsible for authorizing equipment use:
- (1) Test reports and other records relating to the testing and evaluation of equipment: Permanent.
 - (2) Other records: Destroy 3 years after termination of agreement.
- b. Other offices: Destroy after 3 years.

FN: 34-1d**Title:** International military standardization agreements**Authority:** NC1-AU-84-18**Privacy Act:** Not applicable.

Description: Information relating to international agreements pertaining to standardization. Included are coordinating actions, communications, comments, ratification, copies of approved agreements, and similar information.

Disposition:

- a. Office of Army proponent or custodian of the agreement: Permanent. PIF on supersession, cancellation, or termination of the agreement and cut off at the end of that year.
- b. Other offices: Destroy on supersession, cancellation, or termination of the agreement.

FN: 34-1e**Title:** International conferences**Authority:** NC1-AU-78-38**Privacy Act:** Not applicable.

Description: Information pertaining to the view of DA relating to the participation of United States representatives at international conferences and DA representation on inter-American and international agencies. This information relates to the development of basic data for background and guidance at conferences, attendance of DA personnel at conferences, and control over the appropriation "Inter-American Relations, Department of the Army."

Disposition:

- a. Office having Army-wide responsibility: Permanent. PIF when no longer required for current operations and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

FN: 34-1f**Title:** International meetings**Authority:** NC1-AU-86-57**Privacy Act:** Not applicable.

Description: Information relating to the meetings of international working groups, committees, and panels which foster standardization, interoperability, and cooperative research and development. Included are proposals, coordinating actions, agendas, minutes of meetings, position paper, corrections to final meeting report, trip reports, and similar information.

Disposition:

- a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 34-1g**Title:** Materiel standardization comments**Authority:** NC1-AU-78-34**Privacy Act:** Not applicable.

Description: Information relating to preparation of the user's comment on the need for standardization of materiel required by foreign countries and international organizations. Included are studies and other recorded information leading to materiel requirements or developing policy

Table B-15**File category 34: Standardization—Continued**

statements, copies of drafts and final policy statements, coordinating actions, and communications relating to the statements.

Disposition:

- a. Office responsible for preparation of the formal U.S. Army user position: Permanent. PIF on completion of standardization and cut off at the end of that year.
- b. Office responsible for developing the comment: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

FN: 34-2a**Title:** International standardization agreement lists**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

Description: Documents accumulated in providing a list of all materiel and technical procedure agreements formalized by international standards, proposed international standards, approved but unpublished international standards, and agreements reached in which publication of a standard is not required.

Disposition:

- a. Office responsible for preparation of the Army-wide list: Permanent.
- b. Other offices: Destroy after 2 years, or on supersession, as applicable.

FN: 34-2b**Title:** International materiel standardization agreements**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

Description: Documents relating to the preparation, amendment, interpretation, and cancellation of international standardization agreements concerning materiel, equipment, and technical procedures, but not materiel under research and development. Such agreements reflect the degree of standardization to be achieved and maintained and specify the applicable drawings, specifications, and other relevant technical data. Included are reports of working groups or correspondence with appropriate officials in foreign countries or international organizations, drafts of proposed standardization agreements and comments on them, final U.S. Army approvals, and copies of the ratified agreements.

Disposition:

- a. Offices responsible for final U.S. Army approval: Permanent. PIF on publication and issuance of the agreement and cut off at the end of that year.
- b. Other offices: Destroy after 2 years, or 2 years after final approval of agreement, as applicable.

FN: 34-2c**Title:** International standardization projects**Authority:** NC1-AU-78-110**Privacy Act:** Not applicable.

Description: Documents relating to actions taken to promote standardization of material and technical procedures between the United States and foreign countries or international organizations which do not result in the publication of an international standardization agreement. Included are letters appointing members to working groups, reports of participation in or minutes of working groups, correspondence exchanging technical information, coordination actions, and related papers.

Disposition:

- a. Office having Army-wide staff responsibility, and offices responsible for participation in the project: Permanent. PIF on completion of the project and cut off at the end of that year.
- b. Other offices: Destroy after 2 years.

B-15. File category 36: Audit*a. Prescribing directives.*

(1) AR 36-2, Processing Internal and External Audit Reports and Follow-Up on Findings and Recommendations.

(2) AR 36-5, Auditing Service in the Department of the Army.

(3) AR 36-75, Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club System.

b. Description. These records concern authority, responsibilities, organization, and policies relating to auditing service in DA, action requested on United States Army Audit Agency (USAAA) reports,

and audit procedures for nonappropriated and similar funds. Policies and procedures relating to audits are established by the GAO (table B-16).

Table B-16
File category 36: Audit

FN: 36

Title: General audit correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to audit which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to audit that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 36-2a

Title: GAO audit reporting files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on reports of audit made by the GAO. Included are notices of intent to audit, copies of documents furnished to GAO representatives, tentative findings and recommendations, advance notice of major findings, report of exit conferences, audit reports and comments, follow-up progress reports, and related information.

Disposition:

a. GAO contract audit reports: Dispose of in the same manner as the related contract files.

b. OTIG: Destroy after 10 years.

c. Offices designated as central point of contact: Destroy after 10 years, except that GAO draft reports may be destroyed on receipt of final report.

FN: 36-2b

Title: DODIG audit reporting files

Authority: NC-174-171

Privacy Act: Not applicable.

Description: Information on reports of audit conducted by the Department of Defense Inspector General (DODIG). Included are notices of intent to audit, preaudit surveys, tentative findings and recommendations, audit reports and command comments, copies of documents furnished to DODIG representatives, follow-up progress reports, and related information.

Disposition:

a. OTIG: Destroy after 10 years.

b. USAAA: Destroy after 2 years.

c. Audited commands: Destroy after 5 years.

d. Other offices providing input: Destroy after 5 years.

FN: 36-2c

Title: AAA audit reporting files

Authority: NC1-AU-81-29

Privacy Act: Not applicable.

Description: These files include copies of USAAA audit reports, command replies, HQDA staffing actions, follow-up actions, closeout actions, and related information.

Disposition:

a. OTIG: Destroy after 10 years.

b. Other offices: Destroy after next audit and completion of related actions or destroy after 5 years, whichever is first.

Table B-16

File category 36: Audit—Continued

FN: 36-5a

Title: NAF payroll control documents (Rescinded; use FN 36-75a).

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 36-5b

Title: GAO audit reporting files (Rescinded; use FN 36-2a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 36-5c

Title: AAA audit reporting files (Rescinded; use FN 36-2c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 36-5d

Title: DODIG audit reporting files (Rescinded; use FN 36-2b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 36-5e

Title: Military establishment audits

Authority: NC1-AU-76-44

Privacy Act: Not applicable.

Description: Information created or accumulated by USAAA in doing scheduled and special audits of DA commands, installations, and activities. Included are audit reports, auditor's workpapers, survey reports, and related information.

Note: This file does not include audits of American Red Cross and nonappropriated funds.

Disposition: Destroy audit report official case files (parts II and III) after completion of the command reply procedures closeout on the next succeeding audit, or 3 years after command reply procedures closeout on the current audit, except—

a. Files pertaining to purely administrative matters may be destroyed on completion of the command reply process.

b. Offices furnishing information to a requestor or Audit Control Point may destroy internal assist audit files 1 year after information is furnished.

c. Survey reports and related workpapers may be destroyed when no longer needed for current operations.

d. Audit workpapers may be destroyed 2 years after completion of the command reply procedures closeout or upon completion of the succeeding audit.

FN: 36-5f

Title: Audit background files

Authority: II-NN-33-72

Privacy Act: Not applicable.

Description: Information created or accumulated by USAAA on the organizations, functions, relationships, policies, financial capabilities, operating procedures, production methods, records and facilities, previous history, and physical size and location of military commands and Army installations and activities subject to audit by USAAA.

Disposition: USAAA offices: Destroy when no longer needed for current operations.

FN: 36-5g

Title: Audit control files

Authority: II-NN-33-72

Privacy Act: Not applicable.

Description: Information kept by USAAA in connection with controlling audits. Included is information reflecting all audits performed, installations and activities audited, periods of audit, scheduling of audits, time budgeting, and related information required for administrative, statistical, or control purposes.

Disposition: USAAA offices: Destroy after 2 years.

Table B-16**File category 36: Audit—Continued**

FN: 36-5h**Title:** American Red Cross audits**Authority:** NC1-AU-79-69**Privacy Act:** Not applicable.**Description:** Information on scheduled and special audits of the various elements of the American Red Cross, as provided by AR 930-5. Included are audit reports, auditors' workpapers, and related information.**Disposition:** USAAA offices: Record copy of annual combined ARC audit report is destroyed in CFA after 5 years. Other documents will be destroyed after completion of next annual combined audit.

FN: 36-5i**Title:** NAF audits**Authority:** II-NNA-2037**Privacy Act:** Not applicable.**Description:** Information on the performance of scheduled and special audits of nonappropriated fund activities by USAAA and certified public accountant(CPA) firms. These documents are accumulated by offices of the USAAA. Included are audit reports, auditors' workpapers, CPA reports and correspondence, and related information.**Disposition:** USAAA and CPA audits: Destroy after completion of next audit performed by either USAAA or CPA firms.

FN: 36-5j**Title:** NAF report of audits**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information accumulating from Nonappropriated Fund (NAF) audits performed pursuant to AR 36-5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken.**Disposition:**

a. Office responsible for conducting audits: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

FN: 36-75a**Title:** NAF payroll control documents**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information used in controlling pay of employees. Included are timecards and time sheets, time and attendance reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.**Disposition:** Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.

FN: 36-75b**Title:** NAF reports of audit (Rescinded; use FN 36-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

B-16. File category 37: Financial administration*a. Prescribing directives.*

- (1) AR 37-1, Army Accounting Guidance and Fund Control.
- (2) AR 37-44, Accounting Procedures for Guaranteed Loans.
- (3) AR 37-47, Contingency Funds of the Secretary of the Army.
- (4) AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.
- (5) AR 37-55, Uniform Depot Maintenance Cost Accounting and Production Reporting System.
- (6) AR 37-80, Finance and Accounting Support for the Army's Security Assistance Programs.
- (7) AR 37-100, Account/Code Structure.
- (8) AR 37-101, Organization and Functions of Finance and Accounting Offices.
- (9) AR 37-101-1, Field Organization and Operating Instructions Under the Joint Uniform Military Pay System—Army.

(10) AR 37-101-2, Field Organizations and Operating Instructions Using the Jumps-Army Automated Coding System (JACS).

(11) AR 37-103, Disbursing Operations for Finance and Accounting Offices.

(12) AR 37-104-1, Payment of Retired Pay to Members and Former Members of the U.S. Army.

(13) AR 37-104-3, Military Pay and Allowances Procedures: Joint Uniform Military Pay System (JUMPS-Army).

(14) AR 37-104-10, Military Pay and Allowance Procedures for Inactive Duty Training Joint Uniform Pay System-Reserve Components(JUMPS-(RC)-Army).

(15) AR 37-105, Finance and Accounting for Installations: Civilian Pay Procedures.

(16) AR 37-106, Finance and Accounting for Installations: Travel and Transportation Allowances.

(17) AR 37-107, Accounts Payable.

(18) AR 37-108, General Accounting and Reporting for Finance and Accounting Offices.

(19) AR 37-110, Budgeting, Accounting, Reporting, and Responsibilities for Industrial Funded Installations and Activities.

(20) AR 37-111, Working Capital Funds—Army Stock Fund: Uniform Policies, Principles, and Procedures Governing Army Stock Fund Operations.

(21) AR 37-112, Management Accounting for the RDTF Appropriation.

(22) AR 37-115, Accounting for Special Facilities Engineering Projects.

(23) AR 37-120, Army Procurement Appropriation (PA) Management Accounting and Reporting System.

(24) AR 37-202, Homeowner's Assistance Program.

(25) EP 37-2-1, COEMIS F&A Subsystem Revolving Fund User's Manual.

(26) EP 37-26-1, F&A Standard Computer Subsystem Civil Works Activities User's Manual.

(27) EP 37-345-1, Corps of Engineers Mgt Info System-(COEMIS) Fin & Acct Standard Auto Subsystem Mil Functions Users Manual(CH 1).

(28) EP 37-345-10, Accounting and Reporting-Military Activities.

(29) ER 37-2-10, Accounting and Reporting Civil Works Activities.

b. Description. These records concern policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army Management Structure and fiscal code, and related reporting. Current file numbers in category 37 are listed in table B-17. Rescinded file numbers in category 37 are listed in table B-18.

Table B-17**File category 37: Financial administration**

FN: 37**Title:** General financial administration correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to financial administration which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to financial administration that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder

Table B-17**File category 37: Financial administration—Continued**

reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 37-1a

Title: Allocations

Authority: GRS 7, Item 3

Privacy Act: Not applicable.

Description: Information on transactions involving authorizations received from the Assistant Secretary of the Army for Financial Management (ASA(FM)) making specific funds available to a fiscal operating agency for issuing allotments.

Disposition: Destroy 6 years and 3 months after close of FY involved. Cut off at end of FY for which funds are available for obligation.

FN: 37-1b

Title: Allotments

Authority: GRS 7, Item 3

Privacy Act: Not applicable.

Description: Information on transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations through allotment.

Disposition: Destroy 6 years, 3 months after close of FY involved.

FN: 37-1c

Title: Reports of violation of 31 USC 1517

Authority: GRS 5, Item 5a and b

Privacy Act: Not applicable.

Description: Information on the reporting of and circumstances surrounding the overobligation, overexpenditure, or overdistribution of funds. Included are reports, statements, other supporting evidence, reviews by higher authority, and similar information.

Disposition:

- a. Office of the Assistant Secretary of the Army for Financial Management(OASA(FM)): Destroy 5 years after close of case.
- b. Other offices: Destroy 3 years after close of case.

FN: 37-1d

Title: Central clearing functions

Authority: NN-163-58

Privacy Act: Not applicable.

Description: Information reflecting payment for others and by others for each fiscal or disbursing station symbol number (file by month), transactions for interfund billing and collections for material (file by fiscal station number and accounting month), transactions for other (TFO) and transactions by others (TBO). Included are reports, computer records, listings, and related information.

Disposition: Destroy 1 year after all items for specific month and disbursing station are matched.

FN: 37-1e

Title: Financial statements and schedules

Authority: GRS 7, Item 4b and GRS 6, Item 1a

Privacy Act: Not applicable.

Description:

- a. Financial statements, supporting schedules, and related information prepared from summaries and recapitulations of data furnished by fiscal stations and forwarded to headquarters.
- b. Information reflecting distribution of revolving fund acquisition authority and cash to field offices, and the consolidation of data from revolving fund reports received from field offices. Included are general and subsidiary ledgers, copies of consolidated statement of transaction reports, machine listings which include consolidations of feeder data of Electronic Accounting Machine (EAM) cards or listings, and related information.

Disposition:

- a. Financial statements, schedules, and related information: Destroy after 2 years.
- b. Consolidated statement of transaction reports: Destroy after 6 years, 3 months.
- c. End of FY machine listings: Destroy after 6 years, 3 months.
- d. Other information: Destroy after 2 years.

FN: 37-1f

Table B-17**File category 37: Financial administration—Continued**

Title: Accounting documents

Authority: NC1-AU-86-55

Privacy Act: Not applicable.

Description:

- a. Information posted to books of original entry. Included are allotment, commitment, or obligation documents, customer orders or earnings, duplicate copies of disbursement vouchers, collection documents (including cash collections), adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets.
- b. Designated depository checking accounts in overseas areas (see AR37-103, chap 9). Included are checklistings for card checks, check reconciliation statements, check copies, and copies of outstanding depository checks.
- c. Notices of exception and certificates of deposit.
- d. Logistic support billings to foreign governments and to the Military Assistance Appropriation under authority of the Foreign Assistance Act and the Foreign Military Sales Act.
- e. MAP order fund transactions including item order portion of the Military Assistance Grant Aid Program.
- f. Copies of household goods orders and household goods bills of lading.
- g. Documents on excess cost of household goods shipments.
- h. Finance and accounting office (F&AO) retained copies of Reserve Component composite payrolls.
- i. Comparable information.

Disposition:

- a. Allotment documents: Destroy after 3 years.
- b. Duplicate copies of disbursement vouchers: Destroy after 1 year.
- c. Checklistings for card checks: Destroy after 1 year.
- d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.
- e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from the U.S. Army Finance and Accounting Center (USAFAC).
- f. Copies of outstanding depository checks: Destroy when the checks have been paid or the proceeds thereof have been transferred to account 20 x 6045.
- g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.
- h. MAP order fund transactions: Destroy after 4 years.
- i. Copies of household goods orders and household goods bills of lading: Destroy after 4 years.
- j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.
- k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

FN: 37-1g

Title: Commitment documents

Authority: NC1-AU-85-48

Privacy Act: Not applicable.

Description: Information used by operating elements of a headquarters or other office (but not including Finance and Accounting and Procurement Offices who will use "Accounting Document Files") to requisition supplies and services. The information serves as an order form and as a medium to ensure that funds are available prior to incurring an obligation, it also permits expeditious utilization of a specific allotment of funds and ensures that overobligations do not occur. Included are DA Form 3953 (Commitment and Purchase Request) and similar information.

Disposition: Destroy after 2 years.

FN: 37-1h

Title: Subordinate project cost/labor and workload files

Authority: NN-166-204 and GRS 8, Item 7

Privacy Act: Not applicable.

Description: Information consisting of:

- a. Subordinate project cost files containing deferred, clearing, materials, and offsetting cost ledger sheets, job estimate summary sheets, and various preliminary and monthly project cost summaries used to compile data required in preparing project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.

Table B-17**File category 37: Financial administration—Continued**

b. Labor and workload files containing distribution of military payroll, individual time tickets, foreman's daily reports, record of working time and working units, summary of work units, man-hours, and labor costs, distribution of working time, civilian personnel time record, loan slips, labor charge to operating cost, and similar information.

Disposition:

- a. Project cost documents: Destroy 3 years after preparation of covering report of record.
b. Labor and workload documents: Destroy after 1 year.

FN: 37-1i**Title:** Miscellaneous feeder data**Authority:** GRS 7, Item 3**Privacy Act:** Not applicable.

Description: Reports, listings, schedules, and similar information that support or supplement major reports, consolidations, and reconciliations, or that are incidental to accounting and reporting financial transactions. File by type of data.

Disposition: Destroy after 6 years, 3 months.**FN:** 37-1j**Title:** General ledgers**Authority:** GRS 7, Item 2**Privacy Act:** A0037-103bSAFM

Description: General and subsidiary ledgers which are the official records used as a control over all financial transactions made by and for the Army. These ledgers contain the accounts necessary to reflect financial operations. File by type.

Disposition: Destroy 6 years, 3 months after the FY involved.**FN:** 37-1k**Title:** Journals**Authority:** GRS 7, Item 4**Privacy Act:** Not applicable.

Description: Books of original entry kept to record all financial transactions and to summarize and record all accounting for monthly posting to the general ledger. Included are the general journal and special journals (for example, fund receipt, fund disbursement, and obligations journals).

Disposition:

- a. Original documents: Destroy after 3 years.
b. Copies: Destroy after 2 years.

FN: 37-1m**Title:** Trial balances**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on trial balances prepared from general ledger accounts. Included are trial balance sheets and related information.

Disposition: Destroy 1 year after close of FY involved.**FN:** 37-1o**Title:** Contract advance payment progress reporting files**Authority:** NN-166-204 and GRS 3, Item 4**Privacy Act:** Not applicable.

Description: Reports submitted by installations and operating agencies administering contracts on which advance payments have been made, indicating status of advance payments, consolidated reports prepared therefrom, and related information.

Disposition:

- a. OASA(FM): Destroy after 6 years, 3 months.
b. Other offices of the Army Staff and field offices: Destroy 2 years after completion of contract.

FN: 37-1p**Title:** Subsidiary files**Authority:** II-NNA-2242**Privacy Act:** A0037-103bSAFM

Description: Information consisting of disbursing office cash accounts subsidiaries, advances to employees, progress payments to contractors, advances to contractors' subsidiary records, check ledgers, cash blotters, daily cash accountability reconciliation, and cashier's daily activity report, and similar information that supports the cash blotter.

Disposition: Destroy after 3 years.**FN:** 37-1q**Table B-17****File category 37: Financial administration—Continued****Title:** Contract progress payment reporting files**Authority:** NN-166-204 and GRS 3, Item 4**Privacy Act:** Not applicable.

Description: Reports submitted by contracting officers to HQDA, indicating progress payments on contracts, recapitulation reports prepared therefrom, and related information.

Disposition:

- a. Offices of the Army Staff:
(1) Recapitulation reports kept by Comptroller of the Army (COA): Destroy after 6 years, 3 months.
(2) Other information: Destroy after 2 years.
b. Other offices: Destroy after 1 year.

FN: 37-1r**Title:** Expenditure reporting files**Authority:** NN-163-58**Privacy Act:** Not applicable.**Description:**

- a. Consolidated reports and directly related information which reflect disbursements (less net refunds) made for and by DA. Also, foreign currency transactions by Army Disbursing Offices. File by type of report.
b. Information reflecting payments and collections for DOD international transactions related to U.S. balance of payments. Included are reports submitted by Army, Navy, and Air Force Accounts Offices, consolidation of these reports, and directly related information.

Disposition: Destroy after 10 years.**FN:** 37-1s**Title:** General collections and expenditures**Authority:** NN-165-15 and II-NNA-2242**Privacy Act:** AO037-103aSAFM and AO037-104-1bSAFM

Description: Information on the collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of DA and contractors and commercial firms dealing with DA. These files primarily consist of those cases referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summaries, blocking tickets with attached source data, Treasury statements, machine listings reflecting collections, closed accounts, transferred accounts, and balances, expenditures by purpose and reimbursement, and similar information.

Disposition:

- a. Payroll related files: Destroy 6 years, 3 months after completion.
b. All other files: Destroy after 2 years.

FN: 37-1t**Title:** Unclaimed money files**Authority:** GRS 6, Item 1a**Privacy Act:** AO37-104-3aSAFM

Description: Information on unclaimed monies of personnel whose whereabouts are unknown. These monies are reported by finance and accounting officers and disbursing officers, and primarily accumulate when military personnel transfer within the Army and fail for some reason to collect amounts authorized to be deducted from their pay (such as partial deductions for purchase of savings bonds). Included are alphabetic card files, machine listings, and related information.

Disposition: Destroy after 6 years and 3 months.**FN:** 37-1u**Title:** Status of funds reporting files—allotments and allocations**Authority:** NN-166-204 and GRS 7, Item 3**Privacy Act:** Not applicable.**Description:**

- a. Status of funds reports for current FY and prior FYs.
b. Flash reports on current month obligations.
c. Advance reports of cumulative obligations.
d. Related information.

Disposition:

- a. Current and prior FY reports (a above): Destroy after 6 years, 3 months.
b. Other information (b through d above): Destroy after 1 year.

FN: 37-1v**Title:** Status of reimbursement reporting files**Authority:** GRS 7, Item 3 and NN-163-58**Privacy Act:** Not applicable.**Description:** Report providing the status of reimbursable activity finance

Table B-17**File category 37: Financial administration—Continued**

by, or identified with, the related allotment of funds and the fiscal station number of the reporting installation.

Disposition:

- a. Related input listings: Destroy after 6 months.
 - b. Remaining files: Destroy after 6 years, 3 months.
-

FN: 37-1w**Title:** Transmittal letters**Authority:** NC1-AU-82-20**Privacy Act:** Not applicable.

Description: Information used as control instruments in the transmission of original vouchers, substantiating Joint Uniform Military Pay System (JUMPS) pay documents and schedules to USAFAC for acknowledgement of receipt by USAFAC, allotment forms, authorization forms, and other items that support, substantiate, or otherwise affect a person's pay.

Disposition:

- a. JUMPS Active Army: Destroy after 60 days.
 - b. JUMPS-RC (USAR/ARNG): Destroy after 6 months.
-

FN: 37-1x**Title:** Accounts payable files**Authority:** GRS 7, Item 4a**Privacy Act:** A0037-103bSAFM

Description: Information indicating amounts disbursed to payees.

Disposition: Destroy 3 years after final payment is made.

FN: 37-1y**Title:** Departmental reporting files**Authority:** GRS 16, Item 8**Privacy Act:** Not applicable.

Description: Information on the preparation of departmental reports. Included are instructions from DOD, HQDA, and other Government agencies.

Disposition: Destroy 2 years after discontinuance of report.

FN: 37-1z**Title:** Reconciliations**Authority:** NN-163-58**Privacy Act:** Not applicable.

Description: Reconciliations prepared on reports, accounts, and ledgers. File by type.

Disposition:

- a. September reconciliations: Destroy after 10 years.
 - b. Other reconciliations: Destroy on finalization of reconciliation.
-

FN: 37-1aa**Title:** Adjustment vouchers**Authority:** NN-163-58**Privacy Act:** Not applicable.

Description: Vouchers which reflect necessary adjustments. File by voucher number.

Disposition: Destroy after 6 years.

FN: 37-1bb**Title:** Individual financial history files**Authority:** NC1-AU-84-42**Privacy Act:** A0037-104-1bSAFM

Description: Information consisting of financial records for all out-of-service accounts of service members. Included are—

- a. All records reflecting the payment or collection of money from service members separated from active duty by reason of death or discharge.
- b. Pay adjustment notices.
- c. Travel vouchers.
- d. Closed claim and collection folders on FHA mortgage payment insurance.
- e. Uniform allowances.
- f. Financial records of deceased active and inactive Reserve and National Guard members.
- g. Financial records of deceased service members.
- h. Financial records of mentally incompetent service members.
- i. Medicare records.
- j. Similar information.

Disposition: Destroy after 6 years and 3 months. Cut off in FY blocks,

Table B-17**File category 37: Financial administration—Continued**

hold 3 years, then retire to Federal Records Center, Dayton, OH 45439-1883.

FN: 37-1cc**Title:** International balance of payments program files**Authority:** NC1-AU-78-19**Privacy Act:** Not applicable.

Description: Documents relating to the program designed to reduce expenditures which enter the international balance of payments. Included are studies, plans, guidelines, reports, and related documents. (This file number is designed for use by offices with primary responsibility for the program within the Army, a command, an agency, or an activity. Offices generating international balance of payments documents in connection with their normal assigned functions will file such material according to the subject involved.)

Disposition:

- a. Offices having Army-wide responsibility: Permanent.
 - b. Offices of MACOM and SUBMACOM headquarters: Destroy after 6 years.
 - c. Other offices: Destroy after 2 years.
-

FN: 37-1dd**Title:** International balance of payments budget schedules**Authority:** NC1-AU-79-23**Privacy Act:** Not applicable.

Description: Documents reflecting estimated future transactions which will enter the international balance of payments. These budget schedules contain estimated payment and receipt data and become targets of the reporting agency for the periods indicated by the schedule. Included are budget schedules, revised budget schedules, paper reflecting approvals or disapprovals, reports of failure to meet targets, and related documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years. Retire after 5 years.
 - b. Other offices: Destroy after 5 years.
-

FN: 37-1ff**Title:** Validations**Authority:** NN-165-15**Privacy Act:** A0037-103cSAFM

Description: Information on the administrative review, continuing study, and preparation of quarterly comprehensive analysis in connection with procedures or incidents subject to or suspected of fraud or improper payment. Included are reports of investigation, copies of vouchers, orders, notices of exception, military pay orders, pay adjustment authorizations, dependency, sworn statements, and similar information.)

Disposition: Destroy 3 years after determination or judgment is made.

FN: 37-2-1a**Title:** COEMIS, Finance and Accounting (F&A) site audit input documents**Authority:** GRS 6, Item 1.a**Privacy Act:** A0037-2-1CE**Description:**

- a. Information consisting of copies of reports relating to database build, load, and maintenance; accounting transfer entry; and reference information, labor cost distribution sheets, and similar information.
- b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents are used to input data into the computer.

Disposition:

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
 - b. All other records:
 - (1) Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files (a above).
 - (2) Destroy after all corrections have been made and reprocessed (b above).
-

FN: 37-2-1b**Title:** COEMIS, F&A site audit outputs**Authority:** NC1-AU-76-25 & GRS 6, Item 1a

Table B-17**File category 37: Financial administration—Continued****Privacy Act:** Not applicable.

Description: Information consisting of database maintenance accepted transaction listings, error listings, civil, military, and revolving fund accounting transaction listings, audit tape transaction reports, consolidated audit trail transaction listings, listing from labor processing program, voucher and schedule of withdrawals and credits, trial balance—Chart B(post closing), cost report, document purge list, military audit and error listing, indirect distribution data, military passback lists, contracts and other obligations, obligations and expenditures by object class, revolving fund update listings, new civil and revolving fund listings, status of revolving fund accounts, and similar information.

Disposition:

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
- b. All other records: Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

FN: 37-2-1c**Title:** COEMIS, F&A utilities**Authority:** NC1-AU-76-25**Privacy Act:** Not applicable.

Description: Information includes output records used primarily for maintaining and controlling the finance and accounting (F&A) subsystem. Included are—

- a. Civil cost and finance reconciliation, civil cost and finance reconciliation—error listing, civil cost and finance reconciliation(military), and cost report generation (military).
- b. Database maintenance ADP error listing, 3018c source data, and F&A database build error listing.
- c. Condition of input batches, overflow transfers listings, and 80-80 list (card input).
- d. Civil, military, and revolving fund error listings, and diagnostic reports.
- e. Message output and military transactions tape split.
- f. Civil, military, and revolving fund accounting transactions listing, F&A database director, record count (disc to tape), record count (tape to disc), accepted input transaction record count listing, record count (tape to disc).
- g. Record counts (cost data), program messages (Integrated Computerized Accounting and Reporting (ICAR)), program messages (program operations), selective F&A database records type listing, selected F&A database record type error listing.
- h. Batch control cards, ENG Form 4499, and other tabulating cards prepared solely to input data into the computer.
- i. OCE edit program for Office Chief of Engineer reports (1219, 1220, 3011B, AFDBT, 3018b and c transmissions).

Disposition:

- a. Destroy after 5 years provided that all corrections have been made, reentered into system, accepted as valid data, and accounts reconciled (a above).
- b. Destroy after 1 year provided that all corrections have been made, reentered into system, and accepted as valid data (b above).
- c. Destroy after 1 year or after its purpose has been served, whichever is later (c above).
- d. Destroy after 90 days provided that corrections have been made, entered into the system, and accepted as valid data (d above).
- e. Destroy after 30 days or after its purpose has been served, whichever is later (e above).
- f. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (f above).
- g. Destroy after all corrections have been made and reprocessed or after it has served its purpose, whichever is later (g above).
- h. Destroy after all corrections have been made and reprocessed (h above).
- i. Destroy after valid database has been accepted by the system or after its purpose has been served, whichever is later (i above).

FN: 37-2-1d**Title:** COEMIS, F&A magnetic tape data base**Authority:** NC1-AU-76-25 and NC1-AU-77-141**Privacy Act:** Not applicable.

Description: This is the primary F&A data file and contains the net result of all transactions processed by the update programs. It represents all

Table B-17**File category 37: Financial administration—Continued**

data formerly kept in the cost ledgers, general ledgers (charts B, C, D, and E), work allowance and allotment ledger, accounts payable and accounts receivable registers. (Printouts of the tape file will be retired to the Federal Archives and Records Center unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will be retired to the FRC.)

Disposition: Destroy year-end file after 30 years. Retire to the FRC serving the geographic area after 5 years.

FN: 37-2-1e**Title:** COEMIS, F&A audit trail tapes**Authority:** NC1-AU-76-25 and GRS 6, Item 1a**Privacy Act:** Not applicable.

Description: This tape contains each valid transaction processed by update program. Transactions may be accumulated over several update periods on one tape. (Printouts of the tape file will be retired to the FRC unless the field operating agency has received authority under AR 340-22 procedures to microfilm the documents and destroy the original information. In this case, the microfilm will be retired to the Federal Archives and Records Center.)

Disposition: Destroy after 6 years and 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

FN: 37-2-10a**Title:** Project plant in-service subsidiary ledgers**Authority:** NC1-AU-76-42**Privacy Act:** Not applicable.

Description: Cost ledgers covering costs of project plant in-service and retirement work in progress cost ledgers, for multiple-purpose projects, including power.

Disposition: Destroy after 30 years. Retire to FRC serving the geographical area 5 years after completion of project.

FN: 37-2-10b**Title:** Revolving fund plant in-service costs**Authority:** GRS 8, Item 2**Privacy Act:** Not applicable.

Description: These files include plant in-service cost ledgers, plant acquisition in-progress cost ledgers, plant rental computations, card records of annual charges to plant rental accounts, plant retirement work in-progress cost ledgers for revolving fund nongroup items of plant, and comparable information.

Note: If plant is transferred to another district or division, plant rental computations and card records of annual charges to plant rental account will be transferred to the district or division receiving the plant.

Disposition: Destroy 3 years after end of FY in which plant is disposed of.

FN: 37-2-10c**Title:** Other cost ledgers**Authority:** GRS 22, Item 1b and GRS 23, Item 5**Privacy Act:** Not applicable.

Description: Information on project stock, clearing advances, engineering and design, administrative, and offsetting accounts and accounts representing work in progress for others. Other cost ledger files (before FY 1954) also consist of finance accounts and revolving fund, and former plant allotment accounts for group plant acquisition in progress, group plant retirement work in progress, monthly summaries of plant operations, office furniture, equipment, tools, stocks of materials, and supplies, work in progress for others, plant rental, other deferred and undistributed items, transfer of assets to and from other Government agencies, other district and division revolving funds without transfers of funds, advances for services and commodities, leave, insurance, plant and equipment services, warehousing activities, shop and other facility services, and general administration services.

Disposition: Destroy 6 years after end of FY in which ledger sheets are filled or the account represented is discontinued, as applicable.

FN: 37-2-10d**Title:** Basic and intermediate cost media files**Authority:** GRS 22, Item 1b and GRS 23, Item 5**Privacy Act:** Not applicable.

Table B-17**File category 37: Financial administration—Continued**

Description: These files include daily labor reports (cost sheet portion) of time and attendance reports, requisitions on storekeepers, reports of materials and supplies issued from warehouses, reports of operation of plant, cost distribution vouchers, registers of cost distribution vouchers, recapitulation or distribution of cost of labor, materials, or plant usage, journal vouchers, and similar cost accounting media.

Disposition: Destroy 6 years after end of FY of preparation.

FN: 37-2-10e

Title: Civil works finance and fiscal supervisory files

Authority: GRS 23, Item 5

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.

Disposition: Destroy when no longer needed for current operations, or 1 year after the prescribed cutoff for the district, whichever is earlier.

FN: 37-2-10g

Title: Appropriation warrants

Authority: GRS 7, Item 2

Privacy Act: Not applicable.

Description: Information on transactions involving authorizations received by Chief, Office of Engineers (COE) from the Secretary of the Treasury upon the basis of which moneys are authorized to be withdrawn from the treasury.

Disposition: Destroy after 10 years. Keep in CFA 5 years.

FN: 37-2-10h

Title: Contributed funds

Authority: GRS 7, Item 1

Privacy Act: Not applicable.

Description: Information on funds contributed by municipalities and local interests for the improvement of rivers and harbors. Similar information accumulated by field offices normally is filed with civil works project files.

Disposition: Destroy 2 years after completion of project.

FN: 37-2-10i

Title: Civil works cost basic reporting files

Authority: GRS 7, Item 2

Privacy Act: Not applicable.

Description: Cumulative cost data on authorized civil works projects. Included are projects for the improvement of rivers, lakes, harbors, flood control, hydroelectric power production, and other aspects of the conservation, development, and use of natural water resources, consisting of quarterly and other reports submitted to the COE by engineer divisions and districts.

Disposition:

a. Cost reports for the month of September and consolidated cost statements and studies: Destroy after 10 years.

b. Other files: Destroy after 1 year.

FN: 37-2-10j

Title: Revolving fund reporting files

Authority: GRS 7, Item 2

Privacy Act: Not applicable.

Description: Reports of financial condition, plant, properties and equipment, results from operations, and consolidated reports.

Disposition:

a. Annual (30 Sep) reports: Destroy after 6 years, 3 months.

b. All other reports: Destroy after 2 years.

FN: 37-2-10k

Title: Finance and fiscal principal reporting files

Authority: GRS 5, Item 5a and GRS 5, Item 5b

Privacy Act: Not applicable.

Description: These reports consist of reports on budget status—obligations basis, consolidated status of civil funds, payments to States (grant-in-aid), and consolidated balance sheet.

Disposition: Destroy after 10 years. Keep in CFA 5 years.

FN: 37-2-10m

Title: Other finance and fiscal reporting files

Authority: GRS 5, Item 5a

Privacy Act: Not applicable.

Description: These reports consist of fund availability statement,

Table B-17**File category 37: Financial administration—Continued**

summary obligations and expenditures, report of real estate receipts, report on real and personal property and selected financial assets, summary of civil appropriations, expenditures, and advances, statement of unexpended balances of appropriations and (Treasury) request for transfers and restorations and balances (administrative agencies), and report on obligation.

Disposition: Destroy after 5 years.

FN: 37-2-10n

Title: Disbursing officer's accounting files

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Consolidated statement of accountability and consolidated statement of transactions with related information.

Disposition: Destroy after 10 years. Retire after 3 years.

FN: 37-2-10q

Title: Notice of completion of audits

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Notices received from GAO indicating completion of audit and certificates received from GAO indicating clearance of disbursing officers' accounts under site audit procedures.

Disposition: Destroy after 10 years.

FN: 37-2-10r

Title: Civil works site audits

Authority: NC1-AU-76-39

Privacy Act: Not applicable.

Description:

a. Information kept in CE field offices engaged in civil works functions for audit by GAO representatives. Included are—

(1) Originals of accounts current.

(2) Statements of accountability.

(3) Statements of transactions according to appropriations, funds, and receipt accounts.

(4) Appropriation transfer authorizations.

(5) Invoices of funds received.

(6) Schedules of transfers from deposit accounts.

(7) Schedules of withdrawals and credits between appropriations or funds.

(8) Schedules of collections of special and trust fund receipts.

(9) Collection vouchers and related contracts or other authorizations for the sales of services or commodities.

(10) Procurement bureau vouchers.

(11) Purchase orders, delivery orders, and other obligating documents except contracts formally executed by both parties.

(12) Receiving reports.

(13) Invoices.

(14) Procurement bureau voucher schedules.

(15) Deposit refund vouchers or other authorizations or refunds.

(16) Bureau vouchers for cost transfers.

(17) Adjustment vouchers to correct errors in the citation of funds where adjustment is authorized to be made by disbursing officers.

(18) Schedules of canceled checks.

(19) Payment estimates and partial payment records.

(20) Other original documents essential to support the receipt or disbursement of funds.

b. The files also include—

(1) Authenticated copies of contracts and modifications thereto formally executed by both parties and copies of invoices of funds transferred to other disbursing officers.

(2) Certificates of deposit.

(3) Adjustment vouchers to correct of errors in the citation of funds certified by Treasury Department.

(4) Checks drawn.

(5) Reports of U.S. Savings Bonds issued and sold.

(6) Statements of depository accounts and reports of checks drawn.

(7) Reports of receipts, payments, and related transactions.

(8) Bureau voucher schedules covering payments of public vouchers for transportation charges.

(9) Bureau voucher schedules showing amounts of deduction from vouchers to be held in deposit accounts.

(10) Government transportation requests (GTRs) and bills of lading.

(11) Lists of unpaid and uncollected bureau vouchers as of beginning

Table B-17**File category 37: Financial administration—Continued**

and end of year.

(12) Copies of other documents essential to support the receipt, deposit, or disbursement of funds.

Note: The following exceptions to disposition standards are applicable to those site audit files:

(a) Bureau vouchers on which collection or payment actions have not been completed at the end of the FY will be brought forward for cutoff with bureau vouchers for the next FY.

(b) Transmittal of specified files to GAO from time to time upon request of that office is authorized. A complete record of all files so transmitted to GAO will be kept at the site of operations.

(c) Voucher schedules and supporting original basic documents (Government Bills of Lading (GBLs), GTRs with voucher and schedule of payment) covering payments for the transportation services will be sent monthly to the General Services Administration (GSA), Transportation Audits, Mail Code BWAA/A, Room B 338, 18th & F Streets, N.W., Washington, DC 20405, (41 CFR 101, paragraph 41.807-2). The originals of all contracts or passenger transportation service agreements, including passenger charter agreements, but excluding contracts for local storage, drayage, and hauling will be transmitted on a current and timely basis to the address cited above.

(d) Files relating to outstanding exceptions, unsettled claims by or against the United States, incomplete investigations, cases under litigation, or any other matter involving a specific request will be kept at the site until satisfactory clearances are obtained, after which they will be sent to the appropriate FRC for association with other accounting documents.

(e) If storage of unaudited records before expiration of the 3 year retention period presents a problem, a request, through channels, should be made to OCE for instructions from the Chief, Records Management and Services Branch, Office of Administrative Services, GAO, Washington, DC, on disposition of the records.

Disposition:

a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records: Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

FN: 37-2-10s**Title:** Disbursing officer's vouchers**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** Information accumulated in offices where the GAO central audit procedure is used. Included are copies of payment vouchers with receiving reports, contracts, purchase orders, delivery orders or other forms of obligation documents, invoices, in whatever form, and collection vouchers with copies of sales or service contracts or authorities of whatever form.**Disposition:** Destroy 6 years after end of FY in which payment or collection is effected, providing there are no outstanding claims, exceptions, or pending litigation in connection therewith.

FN: 37-2-10t**Title:** Finance and fiscal principal reporting files**Authority:** NC1-AU-76-40**Privacy Act:** Not applicable.**Description:** Annual reports of status of appropriations and funds.**Disposition:** Destroy after 30 years. After 10 years, retire to the FRC serving the geographical area.

FN: 37-2-10u**Title:** Fiscal accounting files**Authority:** GRS 7, Item 2**Privacy Act:** Not applicable.**Description:** Included are interim reports of status of appropriations and funds, advices of allotment and revocation of allotment, records of apportionments, allotment ledgers, journal sheets, proof sheets, registers of obligation documents, and comparable information.**Disposition:** Destroy 10 years after end of FY of preparation.

FN: 37-2-10w**Title:** Voucher registers

Table B-17**File category 37: Financial administration—Continued**

Authority: GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** Information consisting of cash receipt registers, cash disbursement registers, accounts receivable registers, accrued expenditure registers, journal voucher registers, and summary journal vouchers prepared from those registers.**Disposition:** Destroy 5 years after end of FY of preparation.

FN: 37-2-10x**Title:** Vendors paid obligations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of paid obligation documents and transportation invoices kept alphabetically by vendor.**Disposition:** Destroy after 3 years.

FN: 37-2-10y**Title:** Accounts payable cards**Authority:** GRS 9, Item 3a**Privacy Act:** Not applicable.**Description:** Cards reflecting obligations and disbursements kept alphabetically by vendor, in place of vendor's paid obligations files.**Disposition:** Destroy 3 years after latest entry on the card.

FN: 37-2-10z**Title:** Miscellaneous accounting files**Authority:** GRS 8, Item 8a**Privacy Act:** Not applicable.**Description:** Information includes general ledger trial balances, cost and financial summaries, reports of civilian personnel strength and personal service obligations, and comparable information.**Disposition:** Destroy 3 years after end of FY of preparation.

FN: 37-2-10aa**Title:** Temporary operational files**Authority:** GRS 23, Item 6**Privacy Act:** Not applicable.**Description:** These files include copies of procurement bureau vouchers, procurement bureau voucher schedules, bureau vouchers for cost transfers, journal vouchers, and similar information prepared for temporary operational purposes.**Disposition:** Destroy 1 year after the month of preparation, except copies of bureau vouchers may be kept until completion of payment or collection. Earlier destruction is authorized as files serve their intended purpose.

FN: 37-2-10bb**Title:** Audits**Authority:** GRS 3, Item 4**Privacy Act:** Not applicable.**Description:** Division and district auditors' audit reports and accounting review and examination reports, with working papers and copies of reports and related information accumulated by the audited or inspected installation pertaining to audits, reviews, examinations, and inspections by higher authority and outside agencies.**Disposition:** Destroy after 2 years, except audit files on cost reimbursable type contracts will be destroyed 6 years after final reimbursement is made.

FN: 37-2-10cc**Title:** Cost accounting principal reporting files**Authority:** NC1-AU-76-41**Privacy Act:** Not applicable.**Description:** Information on cost accounting in CE field offices. Included are recurring and periodic cost reports such as FY cost-budget summaries, revolving fund financial reports, and comparable information submitted to higher echelon offices.**Disposition:** Destroy after 30 years. Retire to FRC serving the geographical area 5 years after end of FY of preparation.

FN: 37-2-10dd**Title:** Cost accounting subordinate reporting files**Authority:** GRS 5, Item 5a**Privacy Act:** Not applicable.**Description:** Interim reports such as principal reports, reports of

Table B-17**File category 37: Financial administration—Continued**

operation of shops and other facilities, reports of cost of operation and usage of passenger vehicles, and comparable reports.

Disposition: Destroy 5 years after end of FY of preparation.

FN: 37-2-10ee

Title: Project construction work orders

Authority: GRS 22, Item 1b

Privacy Act: Not applicable.

Description: Cost data, such as work orders and job estimate summary sheets in whatever form, for project construction work.

Disposition: Destroy 6 years after FY in which project or separately authorized modification is completed.

FN: 37-2-10ff

Title: Project construction work order costs

Authority: NC1-AU-76-42

Privacy Act: Not applicable.

Description: Included are work order cost ledgers, feature and subfeature cost ledgers, and work order completion reports for project construction (including advance engineering and design).

Disposition: Destroy after 30 years. Retire to FRC serving the geographical area 5 years after completion of project.

FN: 37-2-10hh

Title: Project work order costs (for other than construction)

Authority: GRS 22, Item 1b and GRS 23, Item 5

Privacy Act: Not applicable.

Description: These records include:

- a. Work orders.
- b. Work order cost ledgers.
- c. Feature and subfeature cost ledgers.
- d. Work order completion reports.
- e. Project work other than construction (including planning, preliminary examinations, and surveys).
- f. Advance engineering and design for projects which have been determined unfeasible.

Disposition: Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

FN: 37-24b (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-26-1a

Title: COEMIS, F&A internal outputs

Authority: NC1-AU-76-25 and NC1-AU-77-141

Privacy Act: A0037-2-1CE

Description: Information containing printouts used in managing field operations. Examples are reports used in controlling the system, feeder data for preparation of other reports which are not feasible to be automated, such as flash reports and other letter reports, and similar information.

- a. Biweekly report, project summary, project report, summary managerial report, report index, interim managerial report, branch report, Civil Works progress and performance reports, line item status, line item Civil Works Engineering, finance elements, finance data by accounting element, expense by element, within project, within appropriation, expense by account within line item, status of revolving fund cost and operating accounts, district office budget and FY costs, and revolving fund balance sheet.
- b. Revolving fund distributions and lists of valid cost accounts.
- c. 80-80 listing of records stored on busywork file.
- d. Personnel file database listing, labor by organization and subfeature, and project fund balances.
- e. Trial balance—chart C.
- f. Military appropriations trial balance fund status.
- g. Revolving fund cash balance report.
- h. F&A database organization code and name listing, and selective F&A database record type listing.
- i. PB-11 feeder report, if required.

Disposition:

- a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years.

Table B-17**File category 37: Financial administration—Continued**

b. Monthly reports: Destroy after 5 years.

c. Weekly or biweekly reports: Destroy after they have served their purpose (a above).

d. Destroy after 6 years (b above).

e. End of FY report: Destroy after 1 year (c above).

f. Monthly reports: Destroy after they have served their purpose (c above).

g. End of FY report: Destroy after 5 years (d above).

h. Monthly report: Destroy after 3 years (d above).

i. Daily report: Destroy after they have served their purpose (d above).

j. Destroy after 3 years (e above).

k. Monthly report: Destroy after 1 year (f above).

l. Daily reports: Destroy after they have served their purpose (f above).

m. Destroy after 60 days. Earlier destruction is authorized (g above).

n. Destroy upon receipt of new listing or after it has served its purpose, whichever is later (h above).

o. Destroy after they have served their purpose (i above).

FN: 37-26-1b

Title: COEMIS, F&A external outputs

Authority: NC1-AU-76-25 and NC1-AU-77-141

Privacy Act: A0037-2-1CE

Description: Information containing field office copies of status reports sent to higher authority. They include appropriations and work allowances reports, cost and performance reports, FY cost-budget summaries, trial balances, status of allotments, and related reports.

- a. Appropriations and work allowances; obligations; supplemental costs; cost and performance; supplementary construction; FY cost-budget summaries; financial assistance program; fixed assets and materials with contractors; analysis of warehouse stocks; accounts receivable; trial balance of general ledger and summary of transactions; schedules of plant, properties, and equipment; statement of fund availability; and requirements; statements of results from operations, and statements of shop or facility operation.
- b. ICAR submission, 80-80 list, and trial balance, charts B, C, D, and E.
- c. Family housing operation and maintenance cost report, family housing, 80-80 listing, status of allotments-AF, and summary-AF allotments.
- d. Nonstation fund report.

Disposition:

- a. End of FY report: Destroy after 30 years. Retire to the FRC serving the geographic area after 10 years (a above).
- b. Quarterly or monthly reports: Destroy after 3 years (a above).
- c. End of FY report: Destroy after 10 years. Retire to the FRC serving the geographic area after 5 years (b above).
- d. Monthly report: Destroy after 3 years (b above).
- e. Destroy 1 year after all transaction after 3 years.

FN: 37-26-1c

Title: COEMIS, F&A site audit input documents

Authority: GRS 2, Item 18c

Privacy Act: A0037-2-1CE

Description:

- a. Information consisting of copies of reports relating to database build, load and maintenance, accounting transfer entry or reference information, labor cost distribution sheet, and similar information.
- b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents which are used to input data into the computer.

Disposition:

- a. Accounts and supporting documents pertaining to American Indians: Permanent.
- b. All other records:
 - (1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files. (a above)
 - (2) Destroy after all corrections have been made and reprocessed. (b above)

FN: 37-44a

Title: Guarantees

Authority: NN-166-158

Privacy Act: Not applicable.

Table B-17**File category 37: Financial administration—Continued**

Description: Information reflecting legal aspects of official guarantees. Included are guarantee documents containing terms agreed to and related information.

Disposition: Destroy 4 years after case is closed.

FN: 37-44b

Title: Guaranteed loan accounting files

Authority: NN-166-158

Privacy Act: Not applicable.

Description: Information on the accounting required for guaranteed loans. Included are vouchers, registers, collection documents, financial statements, fiscal reports, ledgers, and comparable information.

Disposition: Destroy 4 years after case is closed.

FN: 37-47a

Title: Miscellaneous expense contingency funds

Authority: NC1-AU-86-14

Privacy Act: Not applicable.

Description: Information supporting miscellaneous expense contingency funds. Included are requests for approval, justifications for expenditures, estimated cost of projects, approvals, itemized lists of expenses, guest lists, and similar information.

Disposition:

a. OASA(FM): Destroy after 8 years.

b. Custodians of miscellaneous expense contingency funds: Destroy 1 year after inspection by a representative of (USAAA).

FN: 37-47b

Title: Certificates of settlement

Authority: GRS 6, Items 3a and 3b

Privacy Act: Not applicable.

Description: Information on certificates of settlement, statements of differences, related or comparable information accumulated by accountable officers.

Disposition:

a. Destroy certificates covering periodic settlements when subsequent certificates of settlement are received.

b. Destroy certificates covering closed account settlements, supplemental settlements, and final balance settlements 2 years after date of settlement and clearance.

FN: 37-49a

Title: Budget formulation and presentation files

Authority: GRS 5, Item 5a and b

Privacy Act: Not applicable.

Description: Information on development of the budget, including presentation to higher authority. Included are budget system standard worksheets, computer input and output, budget formulation procedures, schedules for periodic reports, and directly related information.

Disposition:

a. Annual report: Destroy 5 years after end of FY.

b. Other reports: Destroy 3 years after end of FY.

FN: 37-55c (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-55d

Title: Basic cost accounting reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in preparing recurring and periodic basic cost accounting reports made by operating offices of Army field elements, primarily for sending to higher echelon offices. Also, information reflecting actual and programmed accomplishments measured in terms of cost. These reports reflect costs in such areas as foreign assistance, public information, military personnel procurement, maintenance, repair, critical materials, cost and performance reports, and similar areas.

Disposition:

a. Offices responsible for preparation of report: Destroy after 3 years.

b. Other offices: Destroy 1 year after preparation of consolidated report

Table B-17**File category 37: Financial administration—Continued**

or summary of report, or after 3 years if consolidation or summary is not made.

FN: 37-80a

Title: Foreign military sales transactions

Authority: NN-163-58

Privacy Act: Not applicable.

Description: Information on transactions consummated under the Foreign Military Sales Program, including supply arrangements. Included are DOD offers and acceptances and accounting statements and allocation advices received or prepared. File by country or international organization, by case designator.

Disposition: Destroy 12 years after close of case.

FN: 37-100a

Title: Accounting classification audits

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to verify correctness of accounting classifications. Included are master numerical lists of valid accounting classifications and related information.

Disposition: Destroy all merged accounting classification files at end of each FY.

FN: 37-101g

Title: Commercial account claims

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of unresolved questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.

Disposition: Destroy after 4 years.

FN: 37-101k (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101t (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101u (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1b

Title: Locator cards

Authority: NC1-AU-82-19

Privacy Act: AO037-104-3b,cSAFM

Description: Cards that identify Active Army and Reserve Component members on the master pay files at the USAFAC. A card image is transmitted by USAFAC to the appropriate Finance and Accounting Office for Army members and to input stations for Reserve members when an account is established, and when various administrative changes are submitted to the file. (JACS Sites, see FN37-101-2m.)

Disposition: Destroy upon receipt of new card or 6 months after person is no longer under jurisdiction for pay.

FN: 37-101-1c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-17
File category 37: Financial administration—Continued

Disposition: Not applicable.

FN: 37-101-1d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1f

Title: Withholding taxes

Authority: GRS 2, Item 18c and NC1-AU-85-12

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W-2 and W-2C, reports and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W-2, W-2C, W-3, W-3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.

Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.

Disposition: Destroy after 4 years, except destroy Korean National Direct Hire Withholding Tax Files, after 5 years.

FN: 37-101-1g (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-101-1h

Title: Levies and garnishments

Authority: GRS 2, Item 23

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information reflecting levy or garnishment actions against Federal employees. Included are Official Notice of Levy or Garnishment, charge slips, working papers, release forms on charges against retirement funds or attachment of salary for nonpayment of back income taxes or other debts, and comparable or related information.

Disposition: Destroy 3 years after final action.

FN: 37-101-1i

Title: Daily activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Daily reports compiled within the various elements of a finance and accounting office to record receipts, production, backlogs, and similar information. Included are DA Forms 4041, 4049, 4052, 4056, 4058, and similar forms or records. (Accumulations of daily activity reports are frequently helpful in preparing for manpower surveys of the FAO, especially in preparation of the Schedule X.)

Disposition: Destroy after 60 days.

FN: 37-101-1j

Title: Separations locator cards

Authority: GRS 7, Item 3.

Privacy Act: AO037-104-3a,bSAFM

Description: Cards prepared for each person for whom a final (separation)military pay voucher is prepared, including such information as name, Social Security Number (SSN), date of separation, and final military pay voucher(MPV) number.

Disposition: Destroy after 2 years.

FN: 37-101-1k (Not used.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-17
File category 37: Financial administration—Continued

Disposition: Not applicable.

FN: 37-101-1m

Title: Wage and tax statements — military

Authority: GRS 2, Item 18c

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: Information related to controlling and reporting wage and tax statements of soldiers to the State or city taxing authority. Included are reports, statistics with supporting records reflecting wages, State and local taxes, Social Security taxes, and similar information.

Disposition: Destroy after 4 years.

FN: 37-101-1p

Title: Miscellaneous F&AO reports

Authority: GRS 2, Item 1 and GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Miscellaneous F&AO reports, produced in microform, which include records of transportation billings and related accounting documents paid by Transportation Directorate to common carriers and vendors. Other reports such as copies of various source documents (that is, computer accounting lists)used throughout the command which are reduced to microfiche format for ease of use and storage.

Disposition:

a. USAFAC master: Destroy after 56 years. DO NOT RETIRE.

b. Finance and Accounting Offices: Destroy after 6 months.

c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 37-101-2m

Title: JUMPS—Army Automated Coding System (JACS) reports/listings

Authority: GRS 23, Item 5

Privacy Act: AO037-104-3a,b,cSAFM; AO037-104-1aSAFM

Description: These reports and listings contain information and data relating to pay transactions and pay adjustments processed by the local finance office through JACS to update the soldier's master military pay file (MMPF)maintained by USAFAC.

Disposition:

a. JACS finance and accounting offices: Dispose of the JACS listings per instructions outlined in AR 37-101-2.

b. Routine control files: Destroy when no longer needed for current operations.<!-- continued table b-17 -->

FN: 37-103a

Title: Collection vouchers

Authority: GRS 6, Item 4

Privacy Act: Not applicable.

Description: Copies of documents that have been transmitted to disbursing officers which are accumulated by sales officers and other officials authorized to accept amounts due the United States from individuals,organizations, or governmental agencies, other than files accumulated by fiscal officers. Included are reports of deposits, report of collection for authorized sales of services and supplies (other than subsistence), account of sales of public property at public auction or on sealed proposals, schedules of collections, comparable information. Note: When these documents form an integral part of the accounts of files described elsewhere in this regulation, they will have the same disposition as those files.

Disposition: Destroy after 3 years.

FN: 37-103b

Title: Level of cash balance reviews

Authority: NC1-AU-81-24

Privacy Act: Not applicable.

Description: Information covering the periodic reviews of cash funds authorized for maintenance by finance and accounting officers and their agents. This information serves as a basis for reducing or expanding the amount of cash funds held at personal risk and for discontinuing such funds when demonstrated need no longer exists.

Disposition:

a. Cash holding authority information: Destroy upon supersession.

b. Other information: Destroy after 2 years.

FN: 37-103c

Title: Signature cards-voucher certifier files

Authority: GRS 6, Item 5b

Privacy Act: Under development.

Table B-17**File category 37: Financial administration—Continued**

Description: These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. Note: Certifying officers are required to be placed on orders by their commanders and a copy of the orders must be furnished to the FAO along with the DD Form 577 (Signature Card).
Disposition: Destroy 3 years after revocation.

FN: 37-103d**Title:** Operation reporting files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Unit or disbursing officers' retained copies of monthly report of operations, reports of discounts on contracts and purchase orders, and comparable information.

Disposition: Destroy after 1 year.**FN:** 37-103f**Title:** Imprest fund discrepancies**Authority:** II-NNA-1474**Privacy Act:** Not applicable.

Description: Information accumulated by finance and accounting officers which reflects imprest fund shortages. Included are reports with supporting and related information.

Disposition: Destroy 2 years after case is closed.**FN:** 37-103g**Title:** Currency controls**Authority:** NC1-AU-86-16**Privacy Act:** Not applicable.

Description: Information used in overseas commands to control the amount of foreign currency in the possession of United States military and civilian personnel to prevent black market or other illegal activities.

Disposition: Destroy after 6 months.**FN:** 37-103h**Title:** Currency conversions**Authority:** NN-166-204**Privacy Act:** AO037-103dSAFM**Description:**

a. Information accumulating in personnel and finance offices, hotels, clubs, unit orderly rooms, and similar activities from conversion of military payment certificates into dollar instruments or foreign currency, conversion of dollar instruments into military payment certificates, or replacement of a current issue of military payment certificates by new issue.

b. Before disposal, files on unsettled irregularities or discrepancies will be withdrawn, held until settlement of the irregularities or discrepancies, and then destroyed.

Disposition: Destroy 1 year after date of inspection for those files for which inspection by an inspector general is required.**FN:** 37-103i**Title:** Military payment certificate accountability files**Authority:** NC1-AU-86-17**Privacy Act:** Not applicable.

Description: Information kept by command accountable officers which provides accountability data for each series of military payment certificates. Included are receipts indicating shipments made or received, shipping documents, destruction schedules, letters appointing destruction committees, other information containing data indicating use, reduction, or increase of certificates.

Disposition: Destroy 1 year after outstanding balances in each denomination of each series are liquidated and clearance has been received from the Army accountable officer.

FN: 37-103k (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103q (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Table B-17****File category 37: Financial administration—Continued****Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103r (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103t**Title:** General collections and expenditures**Authority:** II-NNA-2242 and NN-165-15**Privacy Act:** AO037-104-1bSAFM

Description: Information on the collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of DA and contractors and commercial firms dealing with DA. These files primarily consist of those cases referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summaries, blocking tickets with attached source data, Treasury statements, machine listings reflecting collections, closed accounts, transferred accounts and balances, expenditures by purpose and reimbursement, and similar information.

Disposition:

a. Payroll related files: Destroy 6 years and 3 months after completion.

b. All other files: Destroy after 2 years.

FN: 37-103y (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103z (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103aa (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-103bb**Title:** Installation property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA, reports on the status of property accounts, and comparable information.

Disposition: Destroy after 2 years.**FN:** 37-103dd**Title:** Original disbursing officer accounts**Authority:** GRS 2, Item 1; GRS 6, Item 1a, and NC1-AU-84-42**Privacy Act:** A0037-104-1bSAFM**Description:**

a. Original money account information submitted by Army disbursing officers on a monthly basis to USAFAC for GAO central audit and review. Included—

(1) Original schedules.

(2) Original vouchers and supporting information.

(3) Correspondence on settlement of accounts.

(4) Comparable or related information supporting the statement of accountability or accounts current.

(5) JUMPS Active Army substantiating documents.

(6) Civilian payroll documents.

(7) Original Reserve Component composite payrolls.

Table B-17**File category 37: Financial administration—Continued**

b. JUMPS-RC inactive duty training (IDT) substantiating documents retained at original ARNG or USAR input station.

Disposition:

a. Accounts and supporting documents pertaining to American Indians: Permanent.

b. All other records:

(1) Destroy after 6 years, 3 months. Cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(1) through (6) above.)

(2) Destroy after 6 years, 3 months. Cut off in FY blocks, retain at original ARNG or USAR input station. DO NOT RETIRE. (Records may be transferred to an RHA but will NOT be retired to Dayton FRC.) (b above.)

(3) Destroy after 56 years. USAFAC cut off in FY blocks, hold 1 year, then retire to FRC, Dayton, OH 45439-1883. (a(7) above.)

FN: 37-103ee (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103ff

Title: Conversion files

Authority: NN-165-15

Privacy Act: AO037-103dSAFM

Description: Information on the conversion, settlement, or payment of military payment certificates, destroyed depository checks, and foreign currencies. Included are requests for conversion, statements of circumstances, bonds of indemnity, requests to stop payment and requests to remove stop payment order, identification data, copies of courts-martial findings, alphabetical index cards, and similar documents.

Disposition: Destroy 10 years after conversion or other final action.

FN: 37-103gg

Title: Disbursing office establishments and appointments

Authority: NN-165-15

Privacy Act: A0037-103eSAFM

Description: Documents on the establishment of disbursing offices, the appointment of deputies and bond issuing agents, and the approval of other than Finance Corps officers for appointment as accountable officers and special disbursing agents. Commander, USAFAC is responsible for these functions. Included are requests with accompanying justification data, approvals, disapprovals, and similar information.

Disposition: Destroy 10 years after disestablishment or revocation.

FN: 37-103kk (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103mm

Title: Outstanding check depository files

Authority: GRS 6, Item 1b

Privacy Act: Not applicable.

Description: Copies of outstanding checks and related information kept by disbursing officers. These files will be kept in the possession of disbursing officers until transferred to account 20 X 6045.

Disposition: Send to USAFAC. Retained by USAFAC for 3 years, then destroyed.

FN: 37-103nn

Title: Check issue cards

Authority: II-NNA-688

Privacy Act: Not applicable.

Description: Information used to prepare required detailed check issue lists.

Disposition: Destroy at close of the accounting cycle subsequent to that in which prepared.

FN: 37-103rr

Title: Agent finance officer accounts

Authority: GRS 6, Item 3b

Table B-17**File category 37: Financial administration—Continued**

Privacy Act: Not applicable.

Description: Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.

Disposition: Destroy on reconciliation with the accounts of the parent disbursing officer as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.

FN: 37-103ss (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-103tt

Title: Imprest fund accounts

Authority: II-NNA-1474

Privacy Act: Not applicable.

Description: Information accumulated by imprest fund cashiers which reflects the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds entrusted to agent officers which also reflect acknowledgement of return of funds and statement of balance.

Disposition: Destroy after 2 years.

FN: 37-103uu

Title: Report of survey files

Authority: NC1-AU-81-22 and II-NNA-230

Privacy Act: AO027-1DAJA

Description: Information kept to review circumstances concerning the loss, unserviceability, or destruction of Government property or funds. Information is also retained for determining questions of pecuniary or other responsibility for the absence or condition of articles or funds, and action taken thereon, such as reports of survey, boards of officers proceedings, and other information concerning reports of survey. Note: Unless otherwise specified in AR 735-11, final action on reports of survey includes initiation of prescribed action to collect the pecuniary charge.

Disposition:

a. Pecuniary liability files: Destroy 5 years after completion of final action.

b. Other files: Destroy after 3 years.

FN: 37-103vv

Title: Indemnity bonds

Authority: NC1-AU-86-18

Privacy Act: Not applicable.

Description: Original indemnity bonds and related information furnished by educational institutions for care and safekeeping of Government property and terminated by the return of the property by the institution to the Army.

Disposition: Destroy 3 years after termination of bond.

FN: 37-103xx

Title: Depository designations

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking or credit union offices as Treasury-approved depositories to be used by U.S. Army Finance and Accounting Officers when Federal Reserve Banks are not utilized. Included are letters requesting approval of a specified depository, requests for permission to change depositories, notices of intent to discontinue use of depository, approvals and disapprovals, and related information.

Disposition: Destroy 10 years after use of facility is discontinued.

FN: 37-104-1f

Title: Military pay reports

Authority: GRS 6, Item 1a

Privacy Act: A0037-104-1aSAFM, A0037-104-3bSAFM, A0037-104-3cSAFM, A0037-104-3DASG

Description: These records are created in microform, and include—
a. JUMPS Active Army, a record of soldiers Leave and Earnings Statements (LES) and MPVs, including—

(1) Consolidated fiche reflecting the payment and collection of money from the soldier's LES to include allotment information.

Table B-17**File category 37: Financial administration—Continued**

(2) LES DSSN fiche reflecting the payment and collection of money from the soldier.

(3) Educational Savings fiche reflecting payments made from a soldier's account and the Government's contribution.

(4) MPV Index/MPV Fiche, received from the field. Included are final separation payments; deceased payments; regular payments; selected reenlistment bonus payments; miscellaneous payments; casual, advance, and partial payments; variable reenlistment bonus payments; enlistment bonus 1 and 2 payments; and claims payment.

(5) Working files produced under JUMPS are JUMPS reformatted listings, input transaction summary index, mid-month check, compact LES data, return electronic fund transfer (EFT) payments, variable housing allowance(VHA) multiplier table, VHA Zip Code table, tent-plus, cost of living allowance(COLA) multi-table, composite institute address file (CINAF), quadruple terminal digit (QTD), alpha locator, LES in transit, state tax listing, and LES (SSN).

b. JUMPS Reserve Component members monthly LES.

c. Retired pay files contain records of retiree and annuitant accounts, transactions, payments, collections and allotments as well as records of selected financial organizations receiving payments. Included are—

(1) Statement of Account microfiche showing monthly account status including payments, collections, and allotments.

(2) Alphabetical Locator Cross-Reference microfiche showing retiree and annuitant names in alphabetical order with the associated SSN.

(3) Master retired pay file (MRPF) history microfiche showing deceased accounts purged from the automated payroll file.

(4) Retiree folder pull microfiche showing deceased accounts whose individual pay folders have been retired at the end of 3 years after death.

(5) Retired pay debt microfiche showing status and history of debt collections on the payroll file.

(6) Institution master microfiche showing the identification number and address of financial organizations authorized to receive blanket allotment payments.

(7) EFT master microfiche showing the identification number and address of financial organizations authorized to receive direct deposit or EFT payments.

(8) VA data exchange microfiche showing transactions received in automated form from the Veterans Administration to change VA waiver amounts.

(9) Pay table microfiche showing retired pay rates for the different grades at different retirement dates.

(10) Survivor benefit plan (SBP) cost factor tables showing cost factors for different ages of retirees and beneficiaries.

Disposition:

a. USAFAC master: Destroy after 56 years. DO NOT RETIRE

b. Finance and accounting offices: Destroy after 6 months.

c. USAFAC working files: Destroy when superseded, obsolete, or no longer needed for reference.

d. USAR copy: Destroy after 6 years and 3 months.

e. ARNG copy: See NGB Pam 37-1204-3.

FN: 37-104-1h

Title: Bankruptcy processing files

Authority: NN-165-15

Privacy Act: A0037-103aSAFM, A0037-105cSAFM

Description: Information on the development and processing of bankruptcy cases to be submitted to GAO and the Department of Justice. These files relate to service members, former service members, and civilian employees, contractors, and other commercial concerns involved in transactions with the Army who file for bankruptcy. Included are bankruptcy reports, petitions, notifications, and similar information.

Disposition: Destroy 4 years after conclusion of related bankruptcy proceedings.

FN: 37-104-3a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-104-3b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Table B-17**File category 37: Financial administration—Continued**

Description: Not applicable.

Disposition: Not applicable.

FN: 37-104-3c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 37-104-3i

Title: Savings program reporting files

Authority: N1-AU-86-13

Privacy Act: Not applicable.

Description: Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.

Disposition:

a. Summary reports kept by USAFAC: Destroy after 10 years.

b. Other reports: Destroy after 2 years.

FN: 37-104-3r

Title: Adjustment documents

Authority: NC1-AU-86-15

Privacy Act: Not applicable.

Description: Information reflecting a credit or debit entry on military pay records.

Disposition: Destroy 1 year after close of pay record to which they pertain.

FN: 37-104-10f

Title: Personal financial record folders

Authority: GRS 6, Item 1a

Privacy Act: A0037-104-1aSAFM, A0037-104-3bSAFM,

A0037-104-3cSAFM, A0037-104-3DASG

Description: A Personal Financial Record (PFR) will be kept for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. For personnel in the latter category, a personal financial record folder will be kept as prescribed by AR37-104-3. Filing instructions for documents constituting the personal financial record folder are prescribed by AR 37-104-3.

Disposition: Dispose of folder or portions thereof per instructions contained in AR 37-104-3, AR 635-10, and AR 640-10.

FN: 37-104-10k

Title: Miscellaneous pay vouchers

Authority: NN-166-204

Privacy Act: A0037-104-1aSAFM, A0037-104-3bSAFM,

A0037-104-3cSAFM, A0037-104-3DASG

Description: Information on the general administration of the military pay voucher system. Included are pay inquiry forms, copies of DA Form 5350 (U.S. Army Reserve Drill Recording Form), and similar information.

Disposition: Destroy after 1 year.

FN: 37-105a

Title: Individual pay records — civilian

Authority: GRS 2, Item 1 and NC1-AU-85-13

Privacy Act: A0037-105aSAFM

Description: Individual pay records kept by payroll offices are official records which contain information concerning all earnings, deductions, adjustments, and bond issuances made to each employee during a pay calendar year. Payroll offices submitting individual pay records in SSN order must include a cross-reference roster of employees in alphabetical order. Submission of individual pay records in alphabetical order requires a cross-reference roster of employees in SSN order.

Disposition:

a. Destroy after 56 years. Send annual blocks to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 3 years.

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Cutoff files at the end of each calendar year. Destroy in CFA after 6 years and 3 months.

FN: 37-105b

Title: Individual retirement records

Table B-17**File category 37: Financial administration—Continued****Authority:** GRS 2, Item 21**Privacy Act:** OPM/GOVT 1**Description:**

a. Individual retirement records reflect the service history and amounts that have been deducted from the pay of each individual civilian employee subject to The Retirement Act (46 STAT. 468; 5 USC 691–739), as amended, for deposit to the Civil Service Retirement and Disability Fund.

b. Individual retirement records also reflect the amounts that have been paid by each individual employee for Civil Service Retirement Service Credit Deposits Retirement for post-1956 military service and Civilian Service Credit Deposits Retirement for reemployed annuitants.

c. Segregated individual retirement records, files, and controls must be maintained for active employees subject to regular Civil Service Retirement (CSR), Federal Employees Retirement System (FERS), frozen CRS, Redesignated FERS, those electing to pay for CSR or FERS service credit deposits for retirement for post-1956 military service, and those electing to pay CSR or FERS service credit deposits for retirement for service performed as a reemployed annuitant.

Note: SF 2806 or SF 3100 for service credit deposits made for post-1956 military service will not be transferred to another DA installation. Send these SFs 2806 or SF 3100 to the Office of Personnel Management (OPM). SFs 2806 and SF 3100 for civilian service credit deposit for CSR or FERS made by reemployed annuitants may be transferred to another DA installation or sent to OPM, as appropriate.

Disposition: SFs 2806 will be sent to the gaining payroll office if an employee transfers to another Army payroll office and to OPM if the employee separates or transfers to an agency outside the Army. SFs 3100 will be sent to OPM if the employee separates or transfers to an agency outside the Army or to any other payroll office.

FN: 37–105c**Title:** Individual retirement record controls**Authority:** To be determined**Privacy Act:** OPM/CENTRAL 1

Description: Control documents kept in connection with the retirement records of individual civilian employees, such as DA Form 103 (Civil Service Retirement Control), SF 2807 (CSRS Register of Separations and Transfers), SF3103, (FERS Register of Separations and Transfers), copies of SF 2806, SF2806–1, SF 3100, SF 3101 for employees who separated or transferred (Register of Prior Year Adjustments), SF 2812 (Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement), biweekly, quarterly, and annual retirement listings, year-to-date earnings report for active and inactive employees and other related comparable listings and adding machine tapes, copies of OPM Form 1525 (CSRS Annual Summary Retirement Fund Transactions), and OPM Form 1564 (FERS Annual Summary Retirement Fund Transactions).

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 37–105d**Title:** TA reports and leave record cards**Authority:** NC1–AU–81–10**Privacy Act:** A0037–105aSAFM**Description:**

a. Time and Attendance (TA) reports, which are subsidiary records to the official individual leave record. Included are TA reports or job cards on which leave data were kept.

b. DA Form 2451 (Individual Leave Record), OF 1137 (Leave Record Card) or other documents used in place thereof for recording leave categories, accruals, office accumulation, and employee's leave taken. Note: Before disposal, all documents which are pertinent to an outstanding GAO exception will be withdrawn and kept until clearance of the exception.

Disposition: Destroy after 6 years.

FN: 37–105e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37–105f**Table B-17****File category 37: Financial administration—Continued****Title:** Authorized timekeeper lists**Authority:** GRS 2, Item 3b**Privacy Act:** A0037–105aSAFM

Description: Information indicating persons responsible for timekeeping and supervisors responsible for TA certification and overtime authorizations. Included are lists, cards, memorandums, communications, and similar information.

Disposition: Destroy upon supersession.

FN: 37–105g**Title:** Payroll work files**Authority:** GRS 2, Item 2**Privacy Act:** Not applicable.

Description: Correspondence and work papers on payroll matters. Included are payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar information.

Disposition: Destroy after 2 years.

FN: 37–105h**Title:** Withholding taxes**Authority:** GRS 2, Item 18c and NC1–AU–85–12**Privacy Act:** A0037–105aSAFM

Description: Information reflecting taxes withheld. Included are reports to employees of taxable wages, income, FICA, and Medicare taxes withheld, such as IRS Forms W–2 and W–2C, reports and returns to Social Security Administration, Internal Revenue Service, State, city, or local taxing authority of the total taxable earnings and taxes withheld (such as IRS Forms W–2, W–2C, W–3, W–3C, 941, 941C, 4802, 4804, and magnetic tape listings), tax reconciliations, receipts, and related information.

Note: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.

Disposition: Destroy after 4 years, except for Korean National Direct Hire Withholding Tax Files, destroy after 5 years.

FN: 37–105i**Title:** Individual pay record transmittal letters**Authority:** GRS 16, Item 3**Privacy Act:** Not applicable.

Description: Copies of letters and SF 135 (Records Transmittal and Receipt) used to transmit Individual Pay Records and related documents to the NPRC.

Disposition: Destroy when no longer needed for reference purposes.

FN: 37–105j**Title:** Statement of charges**Authority:** NN–166–204**Privacy Act:** AO037–104–1bSAFM

Description: Civilian payroll officer's copies of forms used to list charges against civilian personnel in connection with the loss, damage, or destruction of Government property. They include DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) and comparable forms.

Disposition: Destroy 2 years after settlement.

FN: 37–105k**Title:** Health benefits**Authority:** GRS 2, Item 15a**Privacy Act:** A0037–105aSAFM

Description: Information used in connection with controlling and reporting deductions under the Federal Employees Health Benefits Program. Included are reports, transmittal letters, and related information.

Note: This does not include SF 2809 (Health Benefits Registration Form) or SF2810 (Notice of Change in Health Benefits Enrollment) for which, see FN37–105q.

Disposition: Destroy after 3 years.

FN: 37–105m**Title:** Decedent claims**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.

Description: Information used in settlement of claims for unpaid compensation of deceased employees. Included are copy of settlement voucher, SF 1154 (Public Voucher for Unpaid Compensation Due a

Table B-17**File category 37: Financial administration—Continued**

Deceased Civilian Employee), supporting documents including SF 1152, (Designation of Beneficiary), SF 1153(Claim for Unpaid Compensation on Deceased Civilian Employee), travel voucher DA Form 5151-R (Payroll Adjustment Document), and death certificate, court documents appointing an administrator or guardian, and similar original documents.
Disposition: Destroy 6 years, 3 months after the date of settlement.

FN: 37-105n**Title:** Unemployment compensation data requests**Authority:** GRS 2, Item 24**Privacy Act:** AO037-105aSAFM

Description: Information on requests for wage and separation data to be used for unemployment compensation claims. Included are requests for information and replies thereto, notices of determination and notices of refusal of work offer (both of which are received by payroll and forwarded to the servicing civilian personnel office), and similar information.

Disposition: Destroy after 2 years.**FN:** 37-105p**Title:** Payroll control documents**Authority:** NN-164-23**Privacy Act:** AO037-105aSAFM

Description: Documents kept for payroll control and audit purposes. Included are payroll listings, payroll summary and certification and attachments, such as Payroll for Personnel Services (Comprehensive), payroll vouchers, bond issuance schedules, control registers (payroll, leave, bond, and other related subsidiary control registers), listings that reflect payroll changes, refund vouchers and adjustment schedules which relate to those payments, except as otherwise provided in this section, permanent and temporary pay change documents, and similar information.

Note: Documents which involve or relate to a GAO exception will be kept until clearance of the exception.

Disposition: Destroy after 3 years.**FN:** 37-105q**Title:** Payroll substantiating document folders**Authority:** GRS 2, Item 11; GRS 2, Item 4; GRS 2, Item 18**Privacy Act:** A0037-105aSAFM**Description:**

a. These files include information on the following:

- (1) Pay authorizations, promotions, increases, and adjustments recorded on SF 50 (Notification of Personnel Action).
- (2) Suggestion and incentive awards recorded on DA Form 2441(Suggestion Award Certificate) and DA Form 1256 (Incentive Award Nominations and Approval).
- (3) Authorization for payment of subsistence and quarters using SF 1190 (Foreign Allowances, Grant, and Report).
- (4) Records of leave data on SF 1150 (Record of Leave Data).
- (5) Withholding tax exemption certificates recorded on IRS Forms W-4, and State, city, and county withholding tax exemption certificates.
- (6) Authorized deductions for liquidation of indebtedness to the U.S.
- (7) Official authorizations for continuing, changing, canceling, withholding, or deducting amounts from a person's wages. This is for such purposes as purchase of savings bonds and health insurance and payment of union dues and allotments. Included are—
 - (a) SF 2809 (Health Benefit Registration Form).
 - (b) SF 2810 (Notice of Change in Health Benefit Enrollment).
 - (c) SF 1192 (Authorization for Purchase and Request for Change—U.S. Series EE Savings Bonds).
 - (d) SF 1198 (Request by Employee for Allotment of Pay for Credit to Savings Account with a Financial Organization).
 - (e) SF 1189 (Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization).
 - (f) SF 1187 (Request for Payroll Deductions for Labor Organization Dues).
 - (g) CSC Form 804A (Voluntary Allotment for Payment of Charitable Contributions to Combined Federal Campaign (CFC) Organizations, and similar documents).
- (8) Individual requests for pay or leave information.
- (9) Information that affects a person's pay.

b. These files also include copies of the following:

- (1) Notices of levy using IRS Form 668 (Notice of Levy) or IRS Form 2759 (Agreement for Liquidation of Federal Tax through Payroll

Table B-17**File category 37: Financial administration—Continued**

Deductions).

(2) Notices of exception.

(3) Notices of court-ordered garnishment of pay for alimony and for child support.

(4) Waivers of the U.S. arising out of erroneous payments of pay and allowances.

(5) Related approvals or disapprovals.

Disposition: Active and separated employees:

- a. Individual pay authorization documents, such as SF 50, DA Form 2441, DA Form 1256, SF 1190, and similar forms: Destroy after 5 years.
- b. Records of leave data, such as SF 1150: Destroy after 6 years.
- c. Individual withholding and authorization documents, such as SF 2809, SF 2810, SF 1192, and similar forms: Destroy 3 years after superseded or canceled.
- d. Active employees' current withholding and authorization documents that support deductions from the individual's pay: Destroy 4 years after superseded or canceled.
- e. Inactive employees' withholding and authorization documents: Destroy 4 years after employee's separation.
- f. Active employees' individual withholding tax exemption certificates and other tax authorization documents that support deductions from each active individual employee's pay: Destroy 4 years after superseded or canceled.
- g. Inactive employees' withholding tax certificates and other tax authorization documents: Destroy 4 years after the employee's separation.

FN: 37-105r (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-105s**Title:** Pay tables**Authority:** GRS 23, Item 6**Privacy Act:** Not applicable.

Description: Record sets of pay tables supplementing the official Government salary tables. Included are General Service (GS), Senior Executive Service (SES), and Wage Area pay tables.

Disposition: Destroy when no longer needed for current operations. Forward to gaining payroll office if offices are being consolidated.

FN: 37-105t**Title:** Audit letters**Authority:** GRS 2, Item 16a**Privacy Act:** Not applicable.

Description: GAO notification of completion of audit of pay and leave accounts, with related information.

Disposition: Destroy after 3 years.**FN:** 37-105u**Title:** Savings bond reports and reconciliations**Authority:** GRS 2, Item 7**Privacy Act:** Not applicable.

Description: Controls, reports, and reconciliation forms pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the accounting division, bond participation reports, and related information.

Disposition: Destroy after 3 years.**FN:** 37-105v**Title:** Civilian personnel claims**Authority:** GRS 6, Item 1a**Privacy Act:** AO037-105aSAFM

Description: Information on claims against the U.S. Government filed by civilian employees. These claims relate to such matters as unpaid compensation, travel allowances, erroneous payroll deductions, and overtime pay. Included are forms requesting payment and related information.

Disposition: Destroy 6 years, 3 months after final disposition of the claim(that is, settlement or transfer to GAO).

FN: 37-105x**Title:** OPM retirement fund reporting files

Table B-17**File category 37: Financial administration—Continued****Authority:** GRS 2, Item 21a**Privacy Act:** Not applicable.**Description:** Annual reports with directly related documents, containing data on deductions and contributions to the OPM retirement fund by DA. File by fiscal station number.**Disposition:** Destroy after 3 years.**FN:** 37-105z**Title:** Pay document transmittals or receipts**Authority:** GRS 23, Item 4b**Privacy Act:** Not applicable.**Description:** Copies of transmittals or receipts of payroll documents forwarded by DA Form 4994-R (Pay Document Transmittal/Receipt Record(Civilian Employees) to the Civilian Personnel Office (CPO).**Disposition:** Destroy after 3 months old or when no longer needed for current operations, whichever is sooner.**FN:** 37-106a**Title:** Record of travel payments (civilian)**Authority:** GRS 9, Item 4a**Privacy Act:** A0037-107bSAFM**Description:** Information used to reflect travel allowance payments made to individual employees. Included are DD Forms 1588 (Record of Travel Payments)and related information.**Disposition:** Send to Technical Services of servicing CPO. On transfer of employee, send to next duty station within DA: Destroy 3 years after termination of employment with DA.**FN:** 37-106c**Title:** Record of travel payments—military**Authority:** GRS 9, Item 4a**Privacy Act:** A0037-107bSAFM**Description:** Information covering the history of travel payments that have been paid by the Finance and Accounting Officer.**Disposition:**

a. Separated or Retired: Attach to final Military Pay Voucher, forward to USAFAC.

b. Change of station: Send to next duty station with member.

FN: 37-107a**Title:** Commercial account claims**Authority:** NN-165-15**Privacy Act:** Not applicable.**Description:** Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with DA, which have been submitted to Claims Division, GAO, for settlement because of doubtful questions of law or fact. Included are copies of contracting officers'reports, copies of recommendations, copies of GAO decisions, recommendations, and information relative to payment or nonpayment, and similar information.**Disposition:** Destroy after 4 years.**FN:** 37-107f**Title:** Signature cards — voucher certifier files**Authority:** GRS 6, Item 5b**Privacy Act:** Not applicable.**Description:** These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. Note: Certifying officers are required to be placed on orders by their commanders and copies of the orders must be furnished to the Finance and Accounting Office along with the DD Form 577.**Disposition:** Destroy 3 years after revocation.**FN:** 37-107h**Title:** Certificates of settlement**Authority:** GRS 6, Items 3a and 3b**Privacy Act:** Not applicable.**Description:** Information on certificates of settlement, statements of differences, and related or comparable information accumulated by accountable officers.**Disposition:**

a. Certificates covering periodic settlements: Destroy when subsequent certificate of settlement is received.

b. Certificates covering closed account settlements, supplemental

Table B-17**File category 37: Financial administration—Continued**

settlements, and final balance settlements: Destroy 2 years after date of settlement and clearance.

FN: 37-107k**Title:** Record of procurement payments—Bills Registers**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.**Description:** DA Forms 3900 (Bills Registers) used to provide payment history of vendors who have furnished goods or services on procurement documents.**Disposition:** Destroy 6 years and 3 months after final payment is made against a procurement document.**FN:** 37-108n**Title:** Agent finance officer accounts**Authority:** GRS 6, Item 3b**Privacy Act:** Not applicable.**Description:** Information accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agent officers.**Disposition:** Destroy on reconciliation with the accounts of the parent disbursing officer, as evidenced by receipt of a signed copy of a document acknowledging return of funds and indicating balance.**FN:** 37-108y (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108dd (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108ee (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108ff (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108gg (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108hh (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108ii (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 37-108kk (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.

Table B-17 File category 37: Financial administration—Continued
Description: Not applicable. Disposition: Not applicable.
FN: 37-108mm (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-108nn (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-108rr (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110b (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110d (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110e (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110f (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110h Title: Working capital fund charters Authority: NC1-AU-78-67 Privacy Act: Not applicable. Description: Authorization for use of working capital funds. Included are copies of charters with directly related information. Disposition: a. OASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.
FN: 37-110k (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-110q (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.

Table B-17 File category 37: Financial administration—Continued
FN: 37-110r (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111b (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111d (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111f (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111g (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111h (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111j Title: Working capital fund charters Authority: NC1-AU-78-67 Privacy Act: Not applicable. Description: Authorization for use of working capital funds. Included are copies of charters with directly related information. Disposition: a. ASA(FM): Permanent. PIF on revocation or supersession of charter and cut off at the end of that year. b. Other offices: Destroy 1 year after revocation or supersession of charter.
FN: 37-111k (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111n (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111p (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 37-111t (Not used.) Title: Not applicable.

Table B-17**File category 37: Financial administration—Continued**

Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-111u (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112b (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112d (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112e (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112f (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112i (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112m (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-112n (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-115b
Title: Project work order costs (for other than construction)
Authority: GRS 22, Item 1b and GRS 23, Item 5
Privacy Act: Not applicable.
Description: Included are work orders, work order cost ledgers, feature and subfeature cost ledgers, work order completion reports, project work other than construction (including planning, preliminary examinations, and surveys), and advance engineering and design for projects which have been determined unfeasible.
Disposition: Destroy 6 years after end of FY of preparation or after project is determined unfeasible, as applicable.

FN: 37-120b
Title: Accounts payable card files
Authority: GRS 7, Item 4a
Privacy Act: Not applicable.

Table B-17**File category 37: Financial administration—Continued**

Description: Information indicating amounts disbursed to payees.
Disposition: Destroy 3 years after final payment is made.

FN: 37-120e (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-120j (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-120n (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151a (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151f (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151g (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151k (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151m (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151p (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151q (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151r (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.

Table B-17
File category 37: Financial administration—Continued

Disposition: Not applicable.

FN: 37-151x (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151dd (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ee (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151gg (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151hh (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ii (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151jj (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151kk (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151mm (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151pp (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151qq (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.

Table B-17
File category 37: Financial administration—Continued

Disposition: Not applicable.

FN: 37-151rr (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-151ss (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 37-202a
Title: FHA mortgage payment insurance files
Authority: NN-165-15
Privacy Act: A0037-202SAFM
Description: Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are certificate of eligibility, certificate of termination, premium notices, and related information.
Disposition: Destroy 10 years after final separation of the person.

FN: 37-345-1d
Title: COEMIS, F&A site audit input documents
Authority: NC1-AU-76-25 & GRS 6, Item 1a
Privacy Act: A0037-2-1CE
Description:
a. Information consisting of copies of reports relating to database build or load and maintenance, accounting transfer entry or reference information, labor cost distribution sheet, and similar information.
b. Local cost cards, batch control cards, and other tabulating cards prepared from the above source documents, used to input data into the computer.
Disposition:
a. Accounts and supporting documents pertaining to American Indians: Permanent.
b. All other records:
(1) Destroy after 6 years, 3 months. Retire after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in 1180-1-1a and 1180-1-1q, upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files. (a above)
(2) Destroy after all corrections have been made and reprocessed. (b above)

FN: 37-345-10c
Title: Principal costs
Authority: NC-AU-76-3
Privacy Act: Not applicable.
Description: Information accumulated in CE offices which reflects cost of military projects. Included are cost-budget summaries for end of FY; military construction (MILCON) reports; feature and subfeature cost ledger sheets applicable to the foregoing reports, and similar information.
Disposition: Destroy after 10 years in CFA. Cut off at end of FY of financial completion.

FN: 37-345-10d
Title: Subordinate project costs
Authority: GRS 5, Item 5b
Privacy Act: Not applicable.
Description: Information consisting of deferred, clearing, materials, and offsetting cost ledger sheets; job estimate summary sheets; and various preliminary and monthly project cost summaries used for compilation of data required in preparation of project cost summary reports, detailed cost statements, payment estimates, and other pertinent cost accounting reports and records.
Disposition: Destroy 5 years after preparation of covering report or record.

Table B-18 File category 37: Financial administration—rescinded FNs
FN: 37-1n Title: General ledgers Use: FN 37-1j
FN: 37-1ee Title: Expenditure reporting files Use: FN 37-1r
FN: 37-2a Title: Office financial files Use: FN 1o
FN: 37-2b Title: Allocations Use: FN 37-1a
FN: 37-2c Title: Allotments Use: FN 37-1b
FN: 37-2-10f Title: General ledgers Use: FN 37-1j
FN: 37-2-10p Title: Allotments Use: FN 37-1b
FN: 37-2-10gg Title: Subordinate project cost/labor and workload files Use: FN 37-1h
FN: 37-9a Title: Validations Use: FN 37-1ff
FN: 37-12a Title: Central clearing functions Use: FN 37-1d
FN: 37-20a Title: Reports of violation of 31 USC 1517 Use: FN 37-1c
FN: 37-20b Title: Allocations Use: FN 37-1a
FN: 37-20c Title: Allotments Use: FN 37-1b
FN: 37-21a Title: Accounting documents Use: FN 37-1f
FN: 37-21b Title: Commitment documents Use: FN 37-1g
FN: 37-24a Title: Financial statements and schedules Use: FN 37-1e
FN: 37-24c Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-24d Title: General ledgers Use: FN 37-1j
FN: 37-26-1d Title: COEMIS, F&A site audit outputs Use: FN 37-2-1b
FN: 37-26-1e Title: COEMIS, F&A utilities Use: FN 37-2-1c
FN: 37-26-1f

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: COEMIS, F&A magnetic tape database Use: FN 37-2-1d
FN: 37-26-1g Title: COEMIS, F&A audit trail tapes Use: FN 37-2-1e
FN: 37-49b Title: Allocations Use: FN 37-1a
FN: 37-49c Title: Allotments Use: FN 37-1b
FN: 37-50a Title: Subordinate project cost/labor and workload files Use: FN 37-1h
FN: 37-53a Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-53b Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-55a Title: Subordinate project cost/labor and workload files Use: FN 37-1h
FN: 37-55b Title: General ledgers Use: FN 37-1j
FN: 37-61a Title: Budget formulations and presentation files Use: FN 37-49a
FN: 37-61b Title: Allocations Use: FN 37-1a
FN: 37-61c Title: Allotments Use: FN 37-1b
FN: 37-101a Title: General ledgers Use: FN 37-1j
FN: 37-101b Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-101c Title: Subsidiary files Use: FN 37-1p
FN: 37-101d Title: Accounting documents Use: FN 37-1f
FN: 37-101e Title: Central clearing functions Use: FN 37-1d
FN: 37-101f Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-101h Title: Transmittal letters Use: FN 37-1w
FN: 37-101i Title: Allocations Use: FN 37-1a
FN: 37-101j

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Allotments Use: FN 37-1b
FN: 37-101m Title: Expenditure reporting files Use: FN 37-1r
FN: 37-101n Title: Departmental reporting files Use: FN 37-1y
FN: 37-101p Title: Financial statements and schedules Use: FN 37-1e
FN: 37-101q Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-101r Title: Status of funds reporting files — allotments and allocations Use: FN 37-1u
FN: 37-101s Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-101v Title: Foreign military sales transactions Use: FN 37-80a
FN: 37-101-1a Title: Transmittal letters Use: FN 37-1w
FN: 37-101-1n Title: Military pay reports Use: FN 37-104-1f
FN: 37-101-2a Title: Contract advance payment progress reporting files Use: FN 37-1o.
FN: 37-101-2b Title: Central clearing functions Use: FN 37-1d
FN: 37-101-2c Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-101-2d Title: Expenditure reporting files Use: FN 37-1r
FN: 37-101-2e Title: Financial statements and schedules Use: FN 37-1e
FN: 37-101-2f Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-101-2g Title: Status of funds reporting files-allotments and allocations Use: FN 37-1u
FN: 37-101-2h Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-101-2i Title: JUMPS update output listings Use: FN 37-101-2m
FN: 37-101-2j Title: Military pay reports Use: FN 37-104-1f
FN: 37-101-2k

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Miscellaneous FAO reports Use: FN 37-101-1p
FN: 37-101-2n Title: Daily activity reports Use: FN 37-101-1i
FN: 37-101-2p Title: Transmittal letters Use: FN 37-1w
FN: 37-103e Title: Accounts payable files Use: FN 37-1x
FN: 37-103j Title: Status of funds reporting files — allotments and allocations Use: FN 37-1u
FN: 37-103m Title: Financial statements and schedules Use: FN 37-1e
FN: 37-103n Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-103p Title: Adjustment vouchers Use: FN 37-1aa
FN: 37-103s Title: Expenditure reporting files Use: FN 37-1r
FN: 37-103u Title: Subsidiary files Use: FN 37-1p
FN: 37-103x Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-103cc Title: Accounting classification audits Use: FN 37-100a
FN: 37-103hh Title: Unclaimed money files Use: FN 37-1t
FN: 37-103ii Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-103jj Title: Commercial account claims Use: FN 37-101g
FN: 37-103pp Title: Allocations Use: FN 37-1a
FN: 37-103qq Title: Allotments Use: FN 37-1b
FN: 37-103ww Title: Validations Use: FN 37-1ff
FN: 37-103yy Title: Accounting documents Use: FN 37-1f
FN: 37-103-1a Title: Imprest fund accounts Use: FN 37-103tt
FN: 37-103-1b

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Imprest fund discrepancies Use: FN 37-103f
FN: 37-104-1a Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-104-1b Title: Accounts payable files Use: FN 37-1x
FN: 37-104-1c Title: Levies and garnishments Use: FN 37-101-1h
FN: 37-104-1d Title: Validations Use: FN 37-1ff
FN: 37-104-1e Title: Individual financial history files Use: FN 37-1bb
FN: 37-104-1g Title: Miscellaneous F&AO reports Use: FN 37-101-1p
FN: 37-104-3d Title: Locator cards Use: FN 37-101-1b
FN: 37-104-3e Title: Record of travel payments — military Use: FN 37-106c
FN: 37-104-3f Title: Validations Use: FN 37-1ff
FN: 37-104-3g Title: Individual financial history files Use: FN 37-1bb
FN: 37-104-3j Title: JUMPS update output listings Use: FN 37-101-2m
FN: 37-104-3k Title: Transmittal letters Use: FN 37-1w
FN: 37-104-3m Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-104-3n Title: Military pay reports Use: FN 37-104-1f
FN: 37-104-3p Title: Original disbursing officer accounts Use: FN 37-103dd
FN: 37-104-3q Title: Accounts payable files Use: FN 37-1x
FN: 37-104-3s Title: Miscellaneous pay vouchers Use: FN 37-104-10k
FN: 37-104-3t Title: Miscellaneous F&AO reports Use: FN 37-101-1p
FN: 37-104-3u Title: Personal financial record folders Use: FN 37-104-10f
FN: 37-104-3v

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Bankruptcy processing files Use: FN 37-104-1h
FN: 37-104-10a Title: Signature cards — voucher certifier files Use: FN 37-107f
FN: 37-104-10b Title: Original disbursing officer accounts Use: FN 37-103dd
FN: 37-104-10c Title: Transmittal letters Use: FN 37-1w
FN: 37-104-10d Title: Locator cards Use: FN 37-101-1b
FN: 37-104-10e Title: Adjustment documents Use: FN 37-104-3r
FN: 37-104-10g Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-104-10h Title: Individual financial history files Use: FN 37-1bb
FN: 37-104-10i Title: JUMPS update output listings Use: FN 37-101-2m
FN: 37-104-10j Title: Military pay reports Use: FN 37-104-1f
FN: 37-105w Title: Levies and garnishments Use: FN 37-104-1c
FN: 37-105y Title: Validations Use: FN 37-1ff
FN: 37-105aa Title: Bankruptcy processing files Use: FN 37-104-1h
FN: 37-106b Title: Accounts payable files Use: FN 37-1x
FN: 37-106d Title: Validations Use: FN 37-1ff
FN: 37-107b Title: Accounts payable files Use: FN 37-1x
FN: 37-107c Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-107d Title: Bankruptcy processing files Use: FN 37-104-1h
FN: 37-107e Title: Subsidiary files Use: FN 37-1p
FN: 37-107g Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-107i

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Validations Use: FN 37-1ff
FN: 37-107j Title: Accounting documents Use: FN 37-1f
FN: 37-108a Title: Journals Use: FN 37-1k
FN: 37-108b Title: Trial balances Use: FN 37-1m
FN: 37-108c Title: General ledgers Use: FN 37-1j
FN: 37-108d Title: Accounting documents Use: FN 37-1f
FN: 37-108e Title: Central clearing functions Use: FN 37-1d
FN: 37-108f Title: Commitment documents Use: FN 37-1g
FN: 37-108g Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-108h Title: Subsidiary files Use: FN 37-1p
FN: 37-108i Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-108j Title: Expenditure reporting files Use: FN 37-1r
FN: 37-108k Title: Imprest fund accounts Use: FN 37-103tt
FN: 37-108m Title: Imprest fund discrepancies Use: FN 37-103f
FN: 37-108p Title: Original disbursing officer accounts Use: FN 37-103dd
FN: 37-108q Title: General collections and expenditures Use: FN 37-1s
FN: 37-108r Title: Unclaimed money files Use: FN 37-1t
FN: 37-108s Title: Wage and tax statements — military Use: FN 37-101-1m
FN: 37-108t Title: Financial statements and schedules Use: FN 37-1e
FN: 37-108u Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-108v

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Basic cost accounting reporting files Use: FN 37-55dC
FN: 37-108w Title: Status of funds reporting files — allotments and allocations Use: FN 37-1u
FN: 37-108x Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-108z Title: Transmittal letters Use: FN 37-1w
FN: 37-108aa Title: Allotments Use: FN 37-1b
FN: 37-108bb Title: Signature cards — voucher certifier files Use: FN 37-107f
FN: 37-108cc Title: Accounts payable files Use: FN 37-1x
FN: 37-108jj Title: Departmental reporting files Use: FN 37-1y
FN: 37-108pp Title: Reconciliations Use: FN 37-1z
FN: 37-108qq Title: Adjustment vouchers Use: FN 37-1aa
FN: 37-108ss Title: Individual financial history files Use: FN 37-1bb
FN: 37-108tt Title: Validations Use: FN 37-1ff
FN: 37-109a Title: International balance of payments program files Use: FN 37-1cc
FN: 37-109b Title: International balance of payments budget schedules Use: FN 37-1dd
FN: 37-109c Title: Expenditure reporting files Use: FN 37-1r
FN: 37-110a Title: General ledgers Use: FN 37-1j
FN: 37-110c Title: Basic cost accounting reporting files Use: FN 37-55d
FN: 37-110g Title: Journals Use: FN 37-1k
FN: 37-110i Title: Status of funds reporting files—allotments and allocations Use: FN 37-1u
FN: 37-110j Title: Financial statements and schedules Use: FN 37-1e
FN: 37-110m

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-110n Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-110p Title: Central clearing functions Use: FN 37-1d
FN: 37-110s Title: Trial balances Use: FN 37-1m
FN: 37-111a Title: Journals Use: FN 37-55d
FN: 37-111c Title: General ledgers Use: FN 37-1j
FN: 37-111e Title: Financial statements and schedules Use: FN 37-1e
FN: 37-111i Title: Reconciliations Use: FN 37-1z
FN: 37-111m Title: Status of funds reporting files—allotments and allocations Use: FN 37-1u
FN: 37-111q Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-111r Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-111s Title: Central clearing functions Use: FN 37-1d
FN: 37-111v Title: Trial balances Use: FN 37-1m
FN: 37-111w Title: Allotments Use: FN 37-1b
FN: 37-111y Title: Subsidiary files Use: FN 37-1p
FN: 37-112a Title: General ledgers Use: FN 37-1j
FN: 37-112c Title: Basic cost accounting reporting files Use: FN 37-55d
FN: 37-112g Title: Journals Use: FN 37-1k
FN: 37-112h Title: Financial statements and schedules Use: FN 37-1e
FN: 37-112j Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-112k

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Central clearing functions Use: FN 37-1d
FN: 37-112p Title: Trial balances Use: FN 37-1m
FN: 37-115a Title: Subordinate project cost/labor and workload files Use: FN 37-1h
FN: 37-120a Title: Journals Use: FN 37-1k
FN: 37-120c Title: Status of funds reporting files—allotments and allocations Use: FN 37-1u
FN: 37-120d Title: Financial statements and schedules Use: FN 37-1e
FN: 37-120f Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-120g Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-120h Title: Central clearing functions Use: FN 37-1d
FN: 37-120i Title: General ledgers Use: FN 37-1j
FN: 37-120k Title: Trial balances Use: FN 37-1m
FN: 37-120m Title: Allotments Use: FN 37-1b
FN: 37-120p Title: Subsidiary files Use: FN 37-1p
FN: 37-120q Title: Allocations Use: FN 37-1a
FN: 37-151b Title: Status of funds reporting files—allotments and allocations Use: FN 37-1u
FN: 37-151c Title: Financial statements and schedules Use: FN 37-1e
FN: 37-151d Title: Miscellaneous feeder data Use: FN 37-1i
FN: 37-151e Title: Adjustment vouchers Use: FN 37-1aa
FN: 37-151h Title: Expenditure reporting files Use: FN 37-1r
FN: 37-151i Title: General collections and expenditures Use: FN 37-1s
FN: 37-151j

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: Subsidiary files Use: FN 37-1p
FN: 37-151n Title: Status of reimbursement reporting files Use: FN 37-1v
FN: 37-151s Title: Installation property accounts Use: FN 37-103bb
FN: 37-151t Title: Accounting classification audits Use: FN 37-100a
FN: 37-151u Title: Contract advance payment progress reporting files Use: FN 37-1o
FN: 37-151v Title: Journals Use: FN 37-151v
FN: 37-151w Title: General ledgers Use: FN 37-1j
FN: 37-151y Title: Trial balances Use: FN 37-1m
FN: 37-151z Title: Accounting documents Use: FN 37-1f
FN: 37-151aa Title: Allocations Use: FN 37-1a
FN: 37-151bb Title: Allotments Use: FN 37-1b
FN: 37-151cc Title: Contract progress payment reporting files Use: FN 37-1q
FN: 37-151ff Title: Departmental reporting files Use: FN 37-1y
FN: 37-151nn Title: Central clearing functions Use: FN 37-1d
FN: 37-151tt Title: Reconciliations Use: FN 37-1z
FN: 37-345-1a Title: COEMIS, F&A utilities Use: FN 37-2-1c
FN: 37-345-1b Title: COEMIS, F&A magnetic tape database Use: FN 37-2-1d
FN: 37-345-1c Title: COEMIS, F&A audit trail tapes Use: FN 37-2-1e
FN: 37-345-1e Title: COEMIS, F&A site audit outputs Use: Rescinded; use FN 37-2-1b
FN: 37-345-1f Title: COEMIS, F&A internal outputs Use: FN 37-26-1a
FN: 37-345-1g

Table B-18 File category 37: Financial administration—rescinded FNs—Continued
Title: COEMIS, F&A external outputs Use: FN 37-26-1b
FN: 37-345-10a Title: General ledgers Use: FN 37-1j
FN: 37-345-10b Title: Subordinate project cost/labor and workload files Use: FN 37-1h

B-17. File category 40: Medical services

a. Prescribing directives.

- (1) AR 40-1, Composition, Mission, and Functions of the Army Medical Department.
- (2) AR 40-2, Army Medical Treatment Facilities: General Administration.
- (3) AR 40-3, Medical, Dental, and Veterinary Care.
- (4) AR 40-5, Preventive Medicine.
- (5) AR 40-14, Control and Recording Procedures for Exposure to Ionizing Radiation and Radioactive Materials.
- (6) AR 40-24, Medical Laboratory Activities.
- (7) AR 40-25, Nutritional Allowances: Standards and Education.
- (8) AR 40-26, Tuberculosis Detection and Control Program.
- (9) AR 40-29, Medical Examination of Applicants for U.S. Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including the Air Force, Army and Navy 2- and 3-Year College Scholarship Programs (CSP) and the Uniformed Services University of the Health Sciences(USUHS).
- (10) AR 40-31, Armed Forces Institute of Pathology and Armed Forces Histopathology Centers.
- (11) AR 40-38, Clinical Investigation Program.
- (12) AR 40-61, Medical Logistics Policies and Procedures.
- (13) AR 40-63, Ophthalmic Services.
- (14) AR 40-66, Medical Record and Quality Assurance Administration.
- (15) AR 40-68, Quality Assurance Administration .
- (16) AR 40-121, Medical Services Uniformed Services Health Benefits Program.
- (17) AR 40-216, Neuropsychiatry and Mental Health.
- (18) AR 40-226, Annual Historical Report-AMEDD Activities.
- (19) AR 40-330, Rates Codes, Expense and Performance Reporting Systems, Centralized Billing, and Medical Services Accounts.
- (20) AR 40-350, Patient Regulating To and Within The Continental United States.
- (21) AR 40-400, Patient Administration.
- (22) AR 40-407, Nursing Records and Reports.
- (23) AR 40-501, Standards of Medical Fitness.
- (24) AR 40-554, Prevention and Control of Communicable Diseases of Man: Venereal Diseases.
- (25) AR 40-656, Veterinary Surveillance Inspection of Subsistence.
- (26) AR 40-657, Veterinary/Medical Food Inspection and Laboratory Service.
- (27) AR 40-658, Veterinary Activities.
- (28) AR 40-660, DOD Hazardous Food and Nonprescription Drug Recall System.
- (29) AR 40-905, Veterinary Health Services.
- (30) DA Pam 40-8, Special Safety and Health Standard for the Evaluation and Control of Occupational Exposure to Agent GB.
- (31) DA Pam 40-16, Dental Statistical Reporting.

b. Description. These records concern composition, mission, responsibilities and functions of the Army Medical Department and its related corps, administration and operation of Army medical treatment facilities, medical, dental, and veterinary care, and medical,

dental, and veterinary equipment and supplies. Current files in category 40 are listed in table B-19. Rescinded files in category 40 are listed in table B-20.

Table B-19
File category 40: Medical services

FN: 40

Title: General medical services correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to medical services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to medical services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 40-1a

Title: Professional consultant controls

Authority: NN-166-207

Privacy Act: A0040-1DASG

Description: Information relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants. Included are biographical sketches, travel, and similar information.

Disposition: Destroy 1 year after termination of the appointment.

FN: 40-2a

Title: Blood donor files

Authority: NC1-AU-79-47

Privacy Act: A0040DASG

Description: Information relating to individuals, military or civilian, from whom blood was procured, including data as to time of withdrawal, type of blood, and similar information. Included are blood donor records cards and similar information.

Disposition: Destroy after 5 years or when no longer required for medical or legal reasons, whichever is later.

FN: 40-2b

Title: Blood program

Authority: NC1-AU-79-65

Privacy Act: Not applicable.

Description: Information related to administering the Army Blood Program. Included are documents relating to blood collection, procurement of blood, method of payment, interchange of blood between installations, notifications of the existence or activation of blood donor centers, and similar matters.

Disposition:

a. Office having Army-wide responsibility: Destroy after 25 years.

b. Other offices: Destroy after 5 years, or when no longer required for medical or legal reasons, whichever is later.

FN: 40-2c

Title: Controlled drug registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting narcotics and controlled drugs issued to wards, clinics, and dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar information.

Table B-19

File category 40: Medical services—Continued

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-2d

Title: Physical medicine treatment files

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to patients treated in a physical medicine service. Included are cards, forms, and similar information.

Disposition: Destroy 1 year after completion of treatment. (Do not destroy until pertinent information has been incorporated in the patient's clinical record.)

FN: 40-2e

Title: Control cards

Authority: NN-166-204

Privacy Act: A40-31DASGa

Description: Information used by wards to account for assigned patients. Included are plain cards, ruled cards, card forms, or punched cards, and similar information.

Disposition: Destroy on discharge or transfer of patient.

FN: 40-2f

Title: Food processing facility files

Authority: NC1-AU-78-119

Privacy Act: No applicable.

Description: Information on requests for establishment, approval, discontinuance, expansion, and facility inspection of central meat processing facilities, pastry kitchens, and garrison bread bakeries.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

FN: 40-2g

Title: Patient clearance sheets

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to clearance of personnel indicating turn back of property, return of books to the library, and similar clearances issued prior to departure of patients and personnel from hospitals. Included are checklists and similar or related information.

Disposition: Destroy after 1 year.

FN: 40-2h

Title: Drug references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as a source of reference on drugs available on the commercial market. Included are cards containing data extracted from journals, tear sheets, reports of board actions, and similar information.

Disposition: Destroy when no longer needed for reference.

FN: 40-2i

Title: Seriously ill suspenses

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information related to reporting seriously ill patients or requesting the removal of patient names from the seriously ill list. Included are reports and similar or related information.

Disposition: Destroy on disposition or death of patient.

FN: 40-2j

Title: Seriously ill rosters

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar information.

Disposition: Destroy after 3 months.

FN: 40-2k

Title: Patient trust fund individual records

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting receipt and return of moneys and valuables deposited by the patients of a hospital with the custodian of the

Table B-19**File category 40: Medical services—Continued**

Patients' Fund. Included are patients' deposit records, authorization slips, vouchers, memorandums, receipts, correspondence, and similar information.

Disposition: Destroy 3 years after final withdrawal of all money and valuables.

FN: 40-2m

Title: Patient trust fund accounts

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting all transactions involving money and valuables of patients in a hospital. Included are checkbooks, receipt books, patients' trust fund journals, ledgers, and similar information.

Disposition: Destroy after 3 years.

FN: 40-2n

Title: Patient property

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information reflecting the receipt and return of patients' property, exclusive of the patient's funds and valuables. Included are property slips, tags, receipts, and similar information.

Disposition: Destroy 6 months after transfer of the patient.

FN: 40-2p

Title: Food service files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting essential financial and operating data pertinent to hospital feeding and mess operations. Included are daily records of hospital food service operations, reports, and similar information.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy after 5 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 40-2q

Title: Hospital master menus

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information related to the planning for nutritionally adequate meals for patients on modified diets as well as regular diets. Included are copies of hospital master menus and similar information.

Disposition: Destroy after 1 year.

FN: 40-2r

Title: Hospital ration accounts

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information reflecting meals served and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar information.

Disposition: Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months.

FN: 40-2s

Title: Hospital food supplies

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information relating to the control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions and invoices of food obtained from the commissary, kitchen requisitions, and similar information.

Disposition:

- a. Requisitions and invoices: Destroy after 3 months.
 - b. Food receipt and consumption reports: Destroy 1 year after card is filled.
 - c. Other information: Destroy after 1 year.
-

FN: 40-2t

Title: Individual patient diets

Authority: NC1-AU-80-26

Privacy Act: AO040DASG

Description: Information pertaining to dietary requirements of individual patients. Included are dietary history records and similar information.

Table B-19**File category 40: Medical services—Continued**

Disposition: Destroy 2 years after patient is released from the hospital.

FN: 40-2u

Title: Diet therapy

Authority: NN-169-1

Privacy Act: Not applicable.

Description: Information used in providing diet therapy to patients in hospitals. Included are diet menu plans; food code worksheets; ward diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar information.

Disposition: Destroy after 3 months.

FN: 40-2v

Title: Modified diet statistics

Authority: NN-169-1

Privacy Act: Not applicable.

Description: Information reflecting the number of diets served by category each day. Included are modified diet records and similar information.

Disposition: Destroy after 1 year.

FN: 40-2w

Title: Hospital food production

Authority: NN-166-179

Privacy Act: Not applicable.

Description: Information related to processing meat and preparing items of food. Included are cooks' worksheets, food preparation worksheets, meat processing records, and similar information.

Disposition: Destroy after 3 months.

FN: 40-2x

Title: Recipe cards

Authority: NN-169-1

Privacy Act: Not applicable.

Description: Information reflecting standardized recipes for food preparation. Included are recipe cards and similar information.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 40-2y

Title: Pharmacy issues

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by pharmacy officers for requisitioning items for supply from the medical supply officer. Included are issue slips, requests for issue or turn-in, and similar documents.

Disposition: Destroy after 5 years.

FN: 40-2z

Title: Medical prescriptions

Authority: NN-166-204

Privacy Act: A40-2DASG

Description: Information relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders, prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, similar prescriptions, and similar documents.

Disposition: Destroy after 5 years.

FN: 40-2aa

Title: Pharmacy stock records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the receipt and expenditure of all narcotic drugs, ethyl alcohol, alcoholic liquors, and similar preparations. Included are DA Forms 3862 (Controlled Substances Stock Record) and similar documents.

Disposition: Destroy 5 years after card is filled.

FN: 40-2bb

Title: Controlled Substance Record (DA Forms 3949 and 3949-1)

Authority: N1-AU-90-16

Privacy Act: AO040DASG

Description: Information reflecting narcotics and controlled drugs issued to patients in wards and clinics.

Disposition: Retain in CFA for 30 days or until form is completely filled. Destroy after 5 years.

Table B-19
File category 40: Medical services—Continued

FN: 40-3a
Title: Alien tuberculosis
Authority: NN-166-204
Privacy Act: A0040-66bDASG
Description: Information related to admitting tubercular alien dependents into the United States. Included are requests for statements of acceptance, statements by medical officers or civilian physicians of the physical conditions of the dependent, statements of acceptance, agreements to accept treatment, and similar information.
Disposition: Destroy after 2 years.

FN: 40-3b
Title: Dental stock records
Authority: NC1-AU-79-50
Privacy Act: Not applicable.
Description: Information reflecting the receipt and expenditure of all precious metals and special interest metals. Included are stock record cards, document control registers, prosthodontics prescriptions, and similar documents.
Disposition: Destroy 3 years after date of last transaction.

FN: 40-3c
Title: Secretary of the Army designees
Authority: NC1-AU-76-37
Privacy Act: A0040-66bDASG
Description: Information relating to the designation by the Secretary of the Army of certain ineligible individuals to receive medical care in Army medical treatment facilities. Included is evaluation of requests, recommendations, medical records, and related documents.
Disposition: Destroy after 10 years. Retain in CFA.

FN: 40-3d
Title: VA hospitalization reports
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting admission and disposition of VA beneficiaries. Included are monthly reports relating to service connected and nonservice connected disabilities, total patient days and available beds, and similar information.
Disposition: Destroy after 3 months.

FN: 40-3e
Title: Foreign national hospitalization reports
Authority: NN-163-53
Privacy Act: A0040DASG
Description: Information reflecting hospitalization of foreign nationals by Army medical treatment facilities. Included are letters, forms, printouts, and similar information.
Disposition:
a. Office having Army-wide responsibility: Destroy after 2 years.
b. Medical facilities: Destroy after 1 year.

FN: 40-3f
Title: Orthopedic work orders
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting requests for construction of appliances. Included are plain cards, ruled cards, punched cards and card forms, and similar information.
Disposition: Destroy after 3 years.

FN: 40-3g
Title: Preventive dentistry
Authority: NC1-AU-78-99
Privacy Act: Not applicable.
Description: Information relating to the establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings, correspondence on professional or technical matters with individuals, associations, societies, commercial concerns, and similar documents.
Disposition:
a. Office having Army-wide responsibility: Destroy after 10 years.
b. Other offices: Destroy after 5 years.

FN: 40-3h
Title: Diagnosis, operation, death, or similar indices

Table B-19
File category 40: Medical services—Continued

Authority: NN-166-204
Privacy Act: A0040DASG: Not applicable.
Description: Information used to facilitate selection of records of cases having a specific diagnosis, undergoing a specified surgical procedure, or separated under provisions of specific Army regulations.
Disposition:
a. Required indexes: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years and destroy.
b. Special purpose indexes: Destroy when no longer required.

FN: 40-3i (Not used.)
Title: Not applicable.
Authority: Not applicable.
Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 40-3j
Title: Emergency medical treatment vouchers
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Public vouchers and comparable and supporting documents accumulated in emergency medical treatment of Army military and civilian personnel and Army animals by civilian doctors, hospitals, and clinics. These files are accumulated by other than fiscal offices on which charges are presented for payment.
Disposition: Destroy after 5 years, except that vouchers which are incomplete or disapproved for payment will be retained at the installation for 10 years and then destroyed.

FN: 40-3k
Title: Patient disposition reports
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information related to notifying unit commander of patient's status on discharge from a hospital and return to active duty. Included are letters, forms, and similar information.
Disposition: Destroy 3 months after release of patient from hospital or 3 months after expiration of date for follow-up examination.

FN: 40-3m
Title: Patient transfers
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information relating to the transfer of patients. Included are recommendations, authorizations, and similar information.
Disposition: Destroy 3 months after transfer of patient.

FN: 40-3n
Title: VA hospitalization records
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting hospitalization of VA beneficiaries. Included are VA medical forms and similar information.
Disposition: Destroy 3 months after disposition of the case.

FN: 40-3p
Title: Medical reviews
Authority: NN-166-204
Privacy Act: A0040-3aDASG
Description: Information relating to medical fitness for appointment to or retention in service, promotion, special assignment, and separation. Included are extracts of medical examination, psychological evaluation reports, and similar information.
Disposition: Destroy after 3 years.

FN: 40-3q
Title: Medical boards
Authority: NN-166-204
Privacy Act: A0040-3bDASG
Description: Information reflecting determination of fitness for active duty. Included are medical board proceedings and related information.
Disposition: Destroy after 5 years.

FN: 40-3r
Title: Physical evaluation boards

Table B-19**File category 40: Medical services—Continued****Authority:** NN-166-204**Privacy Act:** A0040-3bDASG**Description:** Information relating to review of medical board findings to determine if an individual should be discharged, placed on temporary disability retired list (TDRL), or returned to active duty. Included are physical evaluation board proceedings and similar information.**Disposition:** Destroy after 2 years.**FN:** 40-3s**Title:** Intervening illness statements**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information related to justifying noncompliance with orders due to illness. Included are reports and similar information.**Disposition:** Destroy after 6 months.**FN:** 40-3t (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-3u**Title:** Medical competency reviews**Authority:** NN-166-204**Privacy Act:** A0040-3aDASG**Description:** Information related to determining the degree and ability of active and retired Army military personnel to use their mental faculties in handling personal problems of normal day-to-day living. Included are determinations and similar information.**Disposition:** Destroy after 2 years.**FN:** 40-3v**Title:** Medical classifications**Authority:** NN-166-204**Privacy Act:** A0040-3aDASG**Description:** Information relating to the physical classification of personnel. Included are work sheets, cards, and similar information.**Disposition:** Destroy after 2 years.**FN:** 40-3w**Title:** Hospital arrival notices**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information prepared by the first Army hospital in the continental United States to admit a patient evacuated from overseas for definitive treatment. Included are notices reflecting such information as the patient's name, emergency address, admission date, diagnosis, the special ized treatment required, and similar information.**Disposition:** Destroy after 6 months.**FN:** 40-3x**Title:** Patient medical status**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information used to keep patient administrators informed of a patient's medical status. Included are diagnosis slips and similar information.**Disposition:** Destroy 3 months after patient is released from hospital.**FN:** 40-3y**Title:** Absence suspenses**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting patients on leave. Included are absence requests, authorizations for absence, and similar information.**Disposition:** Destroy on return of patient.**FN:** 40-4a**Title:** Prosthetic cases**Authority:** NN-166-204**Privacy Act:** A0040DASG**Description:** Information reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual and similar documents.**Table B-19****File category 40: Medical services—Continued****Disposition:** Destroy after 3 months.**FN:** 40-5a**Title:** Occupational health reports**Authority:** NN-174-065**Privacy Act:** Not applicable.**Description:** Information on the incidence of disease and injury, staffing and operational data relating to occupational health services facilities and equipment, and comparable data. Included are letters, forms, printouts, and similar information.

Note: Occupational health survey files maintained by the U.S. Army Environmental Agency will be filed under FN 40-5f.

Disposition:

a. Office having Army-wide staff responsibility: Destroy after 30 years.

b. Other offices: Destroy after 2 years.

FN: 40-5b**Title:** Epidemic disease reports**Authority:** NC-AU-75-7**Privacy Act:** Not applicable.**Description:** Information reflecting epidemic diseases occurring at military stations or field units. Included are letters, forms, telegraphic messages, and similar information.**Disposition:**

a. Office having Army-wide staff responsibility: Permanent.

b. Other offices: Destroy after 5 years.

FN: 40-5c**Title:** Hospital inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to internal sanitary inspections of hospitals, such as inspections of wards, quarters, messes and foods, and barber and beauty shops. Included are inspection reports, reports of corrective action taken, reclama s, and similar information.**Disposition:** Destroy after 1 year.**FN:** 40-5d**Title:** Command health reports**Authority:** NC1-AU-82-8**Privacy Act:** Not applicable.**Description:** Information reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information. Included are command health reports, installation sanitation or health reports, and similar information.**Disposition:**

a. Office having Army-wide staff responsibility, and units in a combat environment or designated as combat support elements: Permanent.

b. Other offices: Destroy after 2 years.

FN: 40-5e**Title:** Preventive medicine data**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting basic professional, scientific, and technical data extracted from preventive medicine survey files; toxicity test files; and inquiry files. This information relates to occupational and preventive medicine, occupational nursing, industrial hygiene, chemistry and engineering, radiation protection, sanitary engineering, atmospheric and stream pollution control, medical entomology, toxicology, and occupational vision and hearing conservation. Included are punched cards, microfilm, magnetic tapes, and similar information.**Disposition:** Destroy when no longer needed for reference.**FN:** 40-5f**Title:** Preventive medicine surveys**Authority:** NC1-AU-85-49**Privacy Act:** Not applicable.**Description:** Information relating to surveys conducted to determine existing and potential health hazards. This information is accumulated by the U.S. Army Environmental Hygiene Agency (USAEHA); the Army medical laboratories, Europe; the Army Pacific Environmental Health Engineering Agency (USAPACEHEA), Japan; preventive medicine activities of medical centers (MEDCENS) and medical department

Table B-19**File category 40: Medical services—Continued**

activities (MEDDACs); and Department of the Army and major command headquarters. Included are survey reports and similar information.

Disposition: Destroy after 75 years. Retain 5 years in CFA.

FN: 40-5g

Title: Preventive medicine inquiries

Authority: NN-163-53

Privacy Act: Not applicable.

Description: Information related to furnishing routine technical data on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling, storage, and disposition of radioactive materials, safe levels of microwave radiation, toxicity of chemical substances and materials in military use, control of insects and rodents, waste disposal, and other preventive medicine matters.

Disposition:

a. USAEHA and USAPACEHEA: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 40-5h

Title: Civilian employee medical files

Authority: NN-166-204

Privacy Act: AO040-5DASG

Description: Information reflecting medical care and treatment furnished to individual civilian employees by occupational health service dispensaries and preventive medicine organizations. Included are records of laboratory and xray findings, records of exposures to ionizing radiation, chemical and physical hazards, reports of pulmonary function tests and audiograms, correspondence relating to the physical condition and medical history of employees, and card records reflecting treatment furnished and absences caused by illness or injury. Excluded are dental, outpatient and inpatient treatment records, and other individual medical records which are created by Army medical facilities that provide medical care to civilian employees under special circumstances. Also excluded are disability retirement medical examination certificates and health qualification placement records which are filed under FN 690-200a, official personnel folder, in custody of the civilian personnel office and preemployment and fitness-for-duty medical examination certificates filed under FN 690-200a, official personnel folder, in custody of the supporting medical facility. Refer to Federal Personnel Manual (FPM) Supplement 293-31 for guidance on disposition of oversized xray pictures.

Disposition: (Note: Xray films related to medical surveillance of employees exposed to toxic substances in their work environment will be preserved in their original state for the duration of employment plus 30 years.)

a. Transfer of employee: Forward to servicing personnel office. The servicing personnel office will forward the civilian employee medical file to the gaining employing office.

b. Separation of employee: Forward to the servicing personnel office within 10 days after separation of civilian employee. The servicing personnel office will retire the civilian employee's medical file together with the Official Personnel Folder (OPF) to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, where it will be destroyed 30 years after separation of employee.

FN: 40-5i

Title: Dietary studies

Authority: NN-163-53

Privacy Act: Not applicable.

Description: Information related to reviewing Army dietary standards and recommending changes where necessary. Included are studies and similar information.

Disposition: Destroy after 5 years.

FN: 40-5j (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-5k

Title: Toxicity tests

Authority: NN-163-53

Privacy Act: Not applicable.

Table B-19**File category 40: Medical services—Continued**

Description: Information relating to field and laboratory investigations, prophetic patch tests and use tests of the toxicity of chemicals and items in military supply which may through contact, inhalation, ingestion, or absorption adversely affect the health of personnel. Included are test reports, communications with the Toxicological Information Center, and similar information.

Disposition:

a. USAEHA and USAPACEHEA: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

FN: 40-8a

Title: GB agent area designations

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents designating GB agent (isopropyl methylphosphonoflouridate) areas where entry and exit are restricted and controlled and where agent GB is manufactured, processed, packaged, re-packaged, demilitarized, released, handled, stored, used, or disposed of. Included are listings of agent areas and hygiene and decontamination facilities. Also included are standing operating procedures and directives related to emergency measures, contamination controls, personal protective equipment, laboratory operations, and exposure monitoring and measurement.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-8b

Title: GB agent area access records

Authority: To be determined.

Privacy Act: AO040-5DASG

Description: Documents reflecting access by personnel to GB agent areas. Included are daily rosters and summaries of rosters identifying personnel who have entered and left designated GB agent areas.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-8c

Title: Monitoring and measurement records

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents pertaining to exposure, air monitoring, and measurements taken in operations involving agent GB. Included are documents and forms reflecting the date, number, duration, location, and results of each sample taken with a description of the sampling and analytical methods used. Also included are information on the type of protective equipment used where permissible exposure limits have been exceeded.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-8d

Title: Health education files

Authority: To be determined.

Privacy Act: AO040-5DASG

Description: Documents pertaining to health education program for individuals assigned to workplace in which there is a potential for agent GB exposure. Included are documents reflecting acknowledgment of information and awareness of standards in DA Pamphlet 40-8. Also included are documents and signed statements by women accepting employment or placement in positions involving potential exposure to agent GB.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-14a

Title: Personnel dosimetry files

Authority: NC1-AU-79-37

Privacy Act: AO040-14DASG

Description: Information on recording and reporting external exposures of persons to ionizing radiation. Included are calibration control badge films, all films processed for evaluation, dosimeter logs, consolidated reports of film badge readings, DD Form 1141 (Record of Occupational Exposure to Ionizing Radiation) when not included in medical records, and similar information.

Disposition:

a. Office performing dosimetry film evaluation service:

Table B-19**File category 40: Medical services—Continued**

- (1) Processed film indicating abnormal or unusual exposure pattern: Destroy after 75 years.
- (2) Processed film indicating normal exposure: Destroy after 5 years.
- b. Offices of radiation protection officers:
- (1) DD Form 1141: Transfer with medical record upon transfer or separation of person concerned.
- (2) Other information: Destroy after 2 years.

FN: 40-14b**Title:** Film badge controls**Authority:** NN-166-204**Privacy Act:** AO040-14DASG

Description: Information on the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar information.

Disposition: Destroy after 1 year.**FN:** 40-14c**Title:** Personnel bioassays**Authority:** NC1-AU-79-37**Privacy Act:** AO040-14DASG

Description: Information on recording and reporting internal exposures of individuals to radioactive materials. Included are analyses of biological specimens, whole-body counts, and similar information.

Disposition:

- a. Laboratory performing bioassay service: Destroy after 75 years.
- b. Offices of radiation protection officers:
- (1) Information required for filing in individual medical records: Destroy after 75 years.
- (2) Other information: Destroy after 2 years.

FN: 40-16a**Title:** Dental reports**Authority:** NC1-AU-79-24**Privacy Act:** Not applicable.

Description: Summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services reports, central dental laboratory reports, annual dental services reports, correspondence, and similar documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 1 year.

FN: 40-16b**Title:** Dental worksheets and tabulations**Authority:** NC1-AU-79-67**Privacy Act:** Not applicable.

Description: Information used in preparing dental reports and summaries. Included are worksheets, tabulations, and similar documents.

Disposition: Destroy after 1 year.**FN:** 40-24a**Title:** Medical laboratory performance**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 40-29a**Title:** ROTC medical examinations**Authority:** NN-166-204**Privacy Act:** AO040-400DASG

Description: Information relating to medical examinations for the advanced ROTC Program, ROTC summer camp, appointment in the USAR, and ROTC flight training. Included are reports of medical examination and related documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 3 years.
- b. Other offices: Destroy after 1 year.

Table B-19**File category 40: Medical services—Continued****FN:** 40-29b**Title:** Rejected USMA applicant medical examinations**Authority:** NN-166-204**Privacy Act:** AO040-400DASG

Description: Information relating to applicants for the U.S. Military Academy Preparatory School and U.S. Military Academy who were rejected due to physical deficiencies. This information is accumulated by The Surgeon General. Included are reports of medical examination, reports of medical history, and similar information.

Disposition: Destroy after 5 years.**FN:** 40-31a**Title:** Clinical and pathological laboratory reports**Authority:** NN-173-98-1**Privacy Act:** AO040-31DASGa

Description: Information used by medical laboratories for informational, training, historical, or research purposes. Included are copies of reports on the pathological examination of surgical and autopsy tissues and similar information.

Disposition:

- a. Armed Forces Institute of Pathology: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.
- b. Other offices: Destroy when no longer needed for reference.

FN: 40-31b**Title:** Research and experimental case files**Authority:** NC1-AU-82-17**Privacy Act:** AO040-31bDASG

Description: Information relating to experimental and research work in progress or completed. Included are documents pertaining to each individual subject.

Disposition: Permanent. Retire 3 years after completion of project.**FN:** 40-31c**Title:** Medical illustrations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information prepared by medical illustration sections of Army medical facilities. Included are photographic negatives, motion pictures, original drawings, moulages, and similar information.

Disposition: Disposition is governed by AR 40-31.**FN:** 40-31d**Title:** Tumor registry**Authority:** NC1-AU-83-53**Privacy Act:** AO040DASG

Description: Information reflecting an established diagnosis of malignant neoplasm. Included are related ledgers, reports, and chronological accounts of patient's case, therapy, laboratory data, tumor board recommendations, and autopsy protocol.

Disposition: Destroy when determined to be of no further value for historical, research, educational, or consultative purposes.**FN:** 40-38a**Title:** Clinical investigations**Authority:** NN-174-006**Privacy Act:** AO040-66bDASG

Description: Information relating to organized scientific inquiry, both in humans and by directly related laboratory work, into clinical problems of significant concern in the necessary health care of members of the military community, including active duty personnel, dependents, and retirees. Clinical investigations are funded under other than the RDTE appropriation. Included are investigation proposals, protocols, minutes of meetings, consent agreements, and other related documents.

Disposition: Destroy after 50 years. Retire 10 years after completion of investigation.**FN:** 40-61a**Title:** Alcohol and narcotic controls**Authority:** NC1-AU-77-154**Privacy Act:** Not applicable.

Description: Information relating to Treasury Department and Internal Revenue Service regulations, export and import of narcotics, issuance and cancellation of permits to procure tax-free alcohol, and similar

Table B-19**File category 40: Medical services—Continued**

matters. Included are letters, messages, extracts of directives, cards, printouts, and similar documents.

Disposition: Destroy after 5 years.

FN: 40-61b

Title: Medical materiel adoption

Authority: N1-AU-90-13

Privacy Act: Not applicable.

Description: Information relating to requests for materiel demonstrations, examination, and evaluations.

Disposition: Destroy 2 years after completion of action.

FN: 40-61c

Title: Quality assurance of medical materiel

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information associated with Medical Materiel Quality Control. Includes quality control messages, materiel surveillance, storage of shelf-life items, medical materiel complaints, SB 8-75 series documents and instructions for suspension, disposition, and recall of materiel.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61d

Title: Logistics assistance

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to the Logistics Assistance Program. Includes the results of logistics assistance visits by activities such as U.S. Army Medical Materiel Agency (USAMMA) and Army medical commands.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61e

Title: Medical supply support

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to stockage, requisition and receipt, local purchase, storage, excess, disposal, controlled or regulated or durable items, medical materiel complaints, and supply performance.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61f

Title: Equipment management

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to equipment acquisition policy, Medical Care Support Equipment, and property management to include Military Medical Benefits Property.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61g

Title: Medical sets, kits, outfits

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to policy and procedures for the issue, turn-in, accounting, storage, and reporting of minimum essential staffing.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61h

Title: Medical mobilization programs

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to policies and procedures for the management of mobilization and medical materiel programs.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61i

Title: Medical equipment maintenance

Authority: To be determined.

Privacy Act: Not applicable.

Table B-19**File category 40: Medical services—Continued**

Description: Documents pertaining to the maintenance of medical materiel. Includes maintenance engineering and maintenance operations.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61j

Title: Medical logistic service

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents pertaining to medical logistics functions. Includes materiel distribution and collection systems, linen management, standardization of supplies and equipment, medical instrument recycling program, and optical fabrication.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-61k

Title: Hazardous medical materiel/waste disposal

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information pertaining to hazardous medical materiel. Includes handling, reporting procedures, and disposal.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 40-63a

Title: Spectacle issues and receipts

Authority: NN-166-204

Privacy Act: A0040-DASG

Description: Information reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases and receipt for spectacles issued. Included are cards, receipts, and similar information.

Disposition: Destroy after 3 months. <!-- continued table b-19 -->

FN: 40-66a

Title: Health records

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Health Record Jackets of Army, Air Force, Navy, and Marine Corps military personnel.

Disposition: Disposition is governed by AR 40-66.

FN: 40-66b

Title: Dental health records

Authority: NC1-AU-84-23

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment provided Active Army, Air Force, Navy, and Marine Corps military personnel, including Reserve component personnel on active duty or active duty for training, and comparable categories of military personnel as specified in AR 40-66. Included are dental health records and corresponding xrays for each individual.

Note: Dental records for active military personnel, uniformed Coast Guard personnel on active duty, and cadets and midshipmen of the military academies whose folders are not in custody of the treatment facility will be withdrawn and forwarded as required in AR 40-66, paragraph 5-8.

Disposition: Transfer and final disposition will be in accordance with AR40-66. Disposition of dental records of cadets and midshipmen who separate and do not enter active duty will be in accordance with FN40-66ii.

FN: 40-66c

Title: Register number files

Authority: NN-AU-79-10

Privacy Act: A0040-66bDASG

Description: Information used to provide basic administrative and professional data on treatment of individual patients, groups of patients, and conditions. Included are duplicate copies of inpatient treatment record cover sheets in register number order.

Disposition: Destroy after 20 years in CFA.

FN: 40-66e

Title: Foreign national inpatient treatment records

Authority: NC1-AU-76-50

Table B-19**File category 40: Medical services—Continued****Privacy Act:** A0040-66bDASG**Description:** Information pertaining to foreign nationals, except NATO personnel and their dependents, treated in Army medical facilities. Included are inpatient treatment records and fetal monitoring strips, if applicable, for each patient. NATO personnel records are excluded.**Disposition:** Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, as follows:

- a. Facilities with 5-year clinical record libraries: 5 years after the end of the year in which last inpatient treatment was given.
- b. Other facilities: 1 year after the end of the year in which last inpatient treatment was given.

FN: 40-66f**Title:** Military inpatient treatment records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to Army, Navy, Marine Corps, and Air Force active and retired military personnel, Reserve, National Guard, and ROTC personnel on active duty or active duty for training, cadets and midshipman of the U.S. military academies, active and retired uniformed personnel of the Coast Guard, Public Health Service and Environmental Science Services Administration, and beneficiaries of the Veterans Administration. Included are fetal monitoring strips which were used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, Louis MO 63123, as follows:

- a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.
- b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.
- c. U.S. Military Academy: 3 years after the end of the year in which the last medical treatment was given.
- d. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

FN: 40-66g**Title:** Civilian inpatient treatment records**Authority:** N1-330-88-5**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to dependents of military and uniformed service personnel, employees of the Federal Government, personnel of the U.S. Merchant Marine, civilians treated in an emergency, and all other categories of personnel not referred to in FNs 40-66e and 40-66f. Included are fetal monitoring strips which are used for monitoring fetal progress, and inpatient treatment folders for each individual containing medical forms and related documents.**Disposition:** Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian) 111 Winnebago St., St Louis, MO 63118, as follows:

- a. Five-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given.
- b. Nonfixed medical facilities: At the end of each month for records completed on all patients released during the month.
- c. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

FN: 40-66h (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66i**Title:** NATO personnel inpatient treatment records**Authority:** NC1-AU-76-53**Privacy Act:** A0040-66bDASG**Description:** Information pertaining to the treatment of NATO personnel and their dependents in Army medical facilities. Included are inpatient treatment records and xrays for each individual.**Disposition:** After final discharge, forward to the appropriate national**Table B-19****File category 40: Medical services—Continued**

military medical authority. (See AR 40-400, table 2-4, for a listing of these authorities).

FN: 40-66j**Title:** Military outpatient records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the Department of Veterans' Affairs (VA). Included are outpatient folders consisting of medical forms and related documents. Note: Outpatient files of active Coast Guard and other military personnel, including members of any of the Reserve components on active duty or active duty for training for more than 30 days, and cadets of the U.S. military academies who graduate and enter active duty, are filed in the health record jacket in accordance with AR 40-66. Accordingly, outpatient files for these personnel will be forwarded for insertion in the health record jackets on completion of treatment or observation. Outpatient files of all other categories of personnel described under this file number should be forwarded, on request, to the gaining medical facility when the patient moves to a new location.**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after the end of the year in which last medical treatment was given.**FN:** 40-66k**Title:** Civilian outpatient records**Authority:** N1-330-88-5**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of all categories of personnel not included in FNs 40-66j, 40-66m, and 40-66p. Included are outpatient folders consisting of medical forms and related documents.

Note: When sponsor is reassigned and the new assignment results in the use of another medical facility, forward file to the gaining medical facility on request.

Disposition: Destroy 50 years after date of latest record. Withdraw and retire to National Personnel Records Center (Civilian), 111 Winnebago St. St Louis MO 63118, 3 years after the end of the year in which last medical treatment was given.**FN:** 40-66m**Title:** Foreign national outpatient records**Authority:** NC1-AU-76-55**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of foreign nationals, except NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.**Disposition:** Destroy after 25 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 3 years after end of the year in which last medical treatment was given.**FN:** 40-66n (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66p**Title:** Army Reserve and ROTC outpatient records**Authority:** NN-165-171**Privacy Act:** A0040-66bDASG**Description:** Information reflecting treatment for observation of ROTC personnel at summer camp training and Army Reserve personnel on annual training for less than 30 days. Included are records of outpatient treatment and related documents.**Disposition:** Destroy after 50 years. Withdraw and retire to National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132, 1 year after end of year of summer camp or annual training.**FN:** 40-66q

Table B-19**File category 40: Medical services—Continued**

Title: NATO personnel outpatient records**Authority:** NC1-AU-76-54**Privacy Act:** A0040-66bDASG**Description:** Information reflecting outpatient treatment or observation of NATO personnel and their dependents. Included are outpatient folders consisting of medical forms and related documents.**Disposition:** After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5, for a listing of these authorities).**FN:** 40-66r (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66s**Title:** Field medical cards**Authority:** NN-166-204**Privacy Act:** AO640-10bTAPC and OPM/GOVT 1**Description:** Information relating to medical treatment of individuals by aid stations, clearing stations, and non-fixed dispensaries. Included are U.S. field medical cards and related documents.**Disposition:**

a. Coding offices: On completion of weekly coding, alphabetize and make the following disposition:

(1) Military personnel: Forward to—

(a) Active duty Army officers: Commander, U.S. Total Army Personnel Command, ATTN: TAPC-MSR, 200 Stovall Street, Alexandria, VA 22332-0471 for insertion in official military personnel file.

(b) Active duty Army enlisted: Commanding Officer, U.S. Army Personnel Services Support Center, Fort Benjamin Harrison, IN 46249, for insertion in official military personnel file.

(c) Active duty Navy or Marine Corps personnel: The Surgeon General, U.S. Navy, Washington, DC 20390.

(d) Active duty Air Force personnel: The Surgeon General, U.S. Air Force, Washington, DC 20314.

(e) All other U.S. uniformed personnel: HQDA(DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(2) Civilian personnel: Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.

(3) Foreign nationals: Within an overseas area, forward to the appropriate national authorities. Within CONUS, forward to HQDA(DASG-PSA), 5111 Leesburg Pike, Falls Church, VA 22041-3258.

(4) Prisoners of war: HQDA (DAPE-HRE), WASH DC 20314.

b. Other offices: Destroy after 3 months.

FN: 40-66t (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 40-66u**Title:** Medical care inquiries**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received, status of physical condition, transfer of individual patients, eligibility for medical care, and application for treatment. Included are approved requests, disapproved requests, and similar information.**Disposition:** Destroy after 6 years.**FN:** 40-66v**Title:** USMA applicant xrays**Authority:** NN-174-064**Privacy Act:** A0040-66bDASG**Description:** Xray film relating to applicants for the U.S. Military Academy Preparatory School and the U.S. Military Academy.**Disposition:** Retain 5 years. Report to the servicing Defense

Table B-19**File category 40: Medical services—Continued**

Reutilization and Marketing Office (DRMO) for appropriate disposition instructions.**FN:** 40-66w**Title:** Installation xray indices**Authority:** NN-166-204**Privacy Act:** A0040-66bDASG**Description:** Information used for locating xray films. Included are nominal pathological indexes and similar or related information.**Disposition:** Retire or destroy nominal indexes concurrently with the xray files to which they pertain. Destroy all other indexes when no longer needed for teaching or training purposes.**FN:** 40-66x**Title:** Troop and health clinic clinical record cover sheets**Authority:** NN-166-204**Privacy Act:** AO040-66BDASG**Description:** Information relating to the medical treatment of individuals in troop and health clinics. These documents duplicate documents forwarded to the office of The Surgeon General. Included are DA Forms 3647 (Inpatient Treatment Record Cover Sheet) and 3647-1 (Inpatient Treatment Record Cover Sheet (For Plate Imprinting)) and related documents.**Disposition:** Destroy after 5 years.**FN:** 40-66y**Title:** Photograph and duplicate medical files**Authority:** NN-166-204**Privacy Act:** AO040-66bDASG**Description:** Information used for training, historical, research, and informational purposes, and duplicates of documents filed in inpatient treatment records, outpatient treatment records, health records, and records of medical examinations. Included are original and duplicate medical photographs, films, slides, negatives, and related materials.**Disposition:** Destroy after they have served the purpose for which they were accumulated.**FN:** 40-66z**Title:** Procurement and separation xrays**Authority:** NC1-AU-77-42**Privacy Act:** A0040-66bDASG**Description:** Includes all xray film exposed during medical examinations of civilians who are inducted, enlisted, appointed, or commissioned in the active military service, and members of the U.S. Army Reserve or National Guard. Also included are xray film exposed during medical examinations of military personnel who reenlist or receive appointments as commissioned or warrant officers. Further, all xray film exposed during a release from active duty or separation medical examination, except xrays transferred to the Department of Veterans Affairs (VA) in connection with disability separation are included.**Disposition:** Destroy after 50 years. Forward in Social Security account number sequence on a current basis (that is, daily, weekly, or monthly depending on the rate of accumulation) to the National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118.**FN:** 40-66aa**Title:** Applicant and registrant xray film**Authority:** II-NNA-3021**Privacy Act:** A0040-66bDASG**Description:** Chest xray film of registrants for induction and applicants for enlistment who—

a. Are found disqualified for medical reasons (except disease of the chest) or who fail to meet the minimum mental standards under the Universal Military Training and Service Act (50 U.S.C., Supp IV, app. 454) as amended.

b. Are found disqualified for defects that are temporary.

c. Are found qualified for military service but have not returned for enlistment or induction into the Armed Forces.

Disposition:

a. Xrays pertaining to individuals found disqualified (permanently) for medical reasons: Report to servicing DRMO for appropriate disposition instructions.

b. All others: Retain 1 year. Report to the servicing DRMO for appropriate disposition instructions.

FN: 40-66bb

Table B-19
File category 40: Medical services—Continued

Title: Patient treatment film
Authority: N1-AU-86-24
Privacy Act: A0040-66bDASG
Description: Includes xray and cardiac catheterization film exposed during diagnosis and treatment of patients at hospitals and dispensaries, and xray film exposed during periodic physical examinations, examinations for flight, promotion, or other special training, or for conversion to Regular Army while on active duty. Not included are procurement or separation xrays.

Note: When patients are transferred, film pertaining to the current period of treatment is transferred with the clinical records.

Disposition:

a. Xray film: Report to the servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xrays were taken. When installation is discontinued before expiration of the 5-year retention period, retire to National Personnel Records Center (Civilian) 111Winnebago Street, St. Louis, MO 63118.

b. Cardiac catheterization film: Report to the servicing DRMO for appropriate disposition instructions 7 years after the end of the year in which last film was taken. When installation is discontinued before expiration of the 7-year retention period, retire to National Personnel Records Center (Civilian) 111 Winnebago Street, St. Louis, MO 63118.

FN: 40-66cc

Title: Occupational health surveillance xrays

Authority: N1-AU-90-10

Privacy Act: A0040-66bDASG

Description: Xray films taken for medical surveillance of military personnel exposed to toxic substances or harmful physical agents in their work environment.

Disposition: Xray films that are 8½ inches by 11 inches or smaller will be retired to the NPRC with the individual's health record (HREC). Oversized chest and torso xray films will be retained in their original form by the appropriate medical treatment facility (MTF) at the last duty station. A notation will be placed in the HREC of the findings, the location of the film, and procedures for obtaining it. These xrays will be retained for the duration of individuals' military service plus 30 years.

FN: 40-66dd (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-66ee

Title: Medical records access files

Authority: NC-AU-75-10

Privacy Act: Not applicable.

Description: Information related to authorizing access to medical records for unofficial research and study. Included are requests for access, agreements, approvals or authorizations, and similar information.

Disposition:

a. Office responsible for authorizing the access: Destroy after 25 years.

b. Other offices: Destroy after 2 years.

FN: 40-66ff

Title: Medical information releases

Authority: NC-AU-75-12

Privacy Act: A0040-66bDASG

Description: Information relating to the release of medical information which cannot be filed with retired or transferred medical records and xrays. Included are statements of patient's consent to the release, letters requesting the release, and similar information. (See AR 40-66, para2-5c, for disposition of such information when it can be filed with inpatient, outpatient, or health records.)

Disposition: Destroy after 25 years.

FN: 40-66gg

Title: Nominal indexes

Authority: II-NNA-988

Privacy Act: A0040-66bDASG

Description: Information reflecting patient names, register numbers assigned, and other identifying items. This information is used for establishing individual histories of admission at a medical treatment

Table B-19
File category 40: Medical services—Continued

facility and are used for locating medical records. Included are plain cards, ruled cards, punched cards, and similar information.

Disposition: Destroy after 20 years. Cutoff after 10 years and hold 10 more years in CFA. Transfer to RHA, hold 10 more years, and destroy. Information in cutoff files for readmitted patients will be brought forward and filed in current 10-year block.

FN: 40-66hh

Title: Tubercular applicant and registrant xrays

Authority: NC1-AU-76-56

Privacy Act: A0040-66bDASG

Description: Chest xray film of applicants or registrants who are rejected by reason of pulmonary tuberculosis will be made available to the official State public health agencies of the rejected individual's home State by local arrangement.

Disposition: When State health officer considers the report indicating the existence of the disease alone sufficient and does not desire the file, report to the servicing DRMO for appropriate disposition instructions.

FN: 40-66ii

Title: Military dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment provided retired members of the Army, Air Force, Navy, Marine Corps, and Coast Guard, ROTC, Reserve, and National Guard personnel on active duty or active duty for training for periods of less than 30 days, active and retired uniformed members of the Public Health Service and Coast and Geodetic Survey, separated cadets and midshipmen of U.S. military academies who do not enter active duty, and beneficiaries of the VA. Included are dental records for each individual.

Disposition: Destroy after 50 years. Retire to National Personnel Records Center (Military), 9700 Page Blvd, St. Louis, MO 63132, 2 years after end of the year in which last medical treatment was given.

FN: 40-66jj

Title: Civilian dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information pertaining to all categories of personnel not specified in FNs 40-66b, 40-66ii, 40-66kk, and 40-66mm. Included are dental records for each individual.

Disposition: Destroy after 25 years. Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 2 years after the end of the year in which last medical treatment was given.

FN: 40-66kk

Title: Foreign national dental files

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment of foreign nationals. Included are dental records for each individual.

Disposition: Disposition will be in accordance with instructions contained in FN 40-66e.

FN: 40-66mm

Title: American Red Cross dental files

Authority: NN-165-171

Privacy Act: A0040-66bDASG

Description: Information reflecting dental treatment of American Red Cross personnel. Included are dental records for each individual.

Disposition: Destroy after 25 years. Withdraw and forward to Medical Officer, American National Red Cross, 18th and D Streets, NW, Washington, DC 20006, 1month after patient's medical treatment is completed.

FN: 40-68a

Title: Practitioner credentialing files (PCF)

Authority: NC1-AU-79-18

Privacy Act: A0040-66aDASG

Description: Information relating to granting or denying membership on hospital staffs and delineation of specific clinical privileges which are accumulated in hospitals. Included are application for membership and specific clinical privileges, approval, denial, and reason therefore, copies of diplomas, letters from State Boards of Medical Examiners, specialty

Table B-19**File category 40: Medical services—Continued**

boards, and previous employers, and related documents validating experience and documenting demonstrated ability.

Disposition:

a. Information pertaining to civilian personnel: Retain in last medical treatment facility of employment. Destroy 5 years after termination of employment.

b. Information pertaining to military personnel: Upon separation or retirement, forward to custodian of the military personnel records jacket(MPRJ) for inclusion in accordance with AR 640-10.

FN: 40-68b

Title: Medical facility incident reports

Authority: NC1-AU-78-58

Privacy Act: AO040DASG

Description: Information relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrences and related documents.

Disposition: Destroy in CFA after 7 years.

FN: 40-121a

Title: Nonavailability statements

Authority: NN-166-204

Privacy Act: AO040-3cDASG

Description: Information used in authorizing civilian medical care for dependents of military personnel when local medical treatment facilities of the uniformed services are unable to provide the required treatment. Included are nonavailability statement forms and similar information.

Disposition: Destroy after 3 years.

FN: 40-216a

Title: Military consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation services provided for active members of the Army, Air Force, Navy, and Marine Corps, retired members of the Armed Forces, cadets and midshipmen of the military academies, members of the Reserve components of the Armed Forces, active and retired uniformed members of the U.S. Coast Guard, Public Health Service, and Coast and Geodetic Survey, and beneficiaries of the VA. These files, which are maintained by mental hygiene consultation services operating under AR40-216, deal with problems of emotional adjustment, classification or reclassification, disposition, and the prevention of mental disorders. This includes case folders for each individual.

Note: Files described herein and in FNs 40-216b and 40-216c will be arranged in alphabetical sequence.

Disposition: Destroy after 50 years. Retire 1 year after annual cutoff to the National Personnel Records Center, 9700 Page Blvd, St. Louis, MO 63132. Note: Review prior to retirement and destroy working information, drafts, duplicate copies, and other material of temporary value.

FN: 40-216b

Title: Civilian consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation service provided for dependents of military personnel and, under unusual circumstances, to any other category of personnel not specified in FNs 40-216a or 40-216c. Included are case folders for each individual.

Disposition: Destroy after 25 years. Retire 1 year after annual cutoff to National Personnel Records Center (Civilian), 111 Winnebago., St. Louis, MO63118.

FN: 40-216c

Title: Foreign national consultation service cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information reflecting consultation service provided for foreign nationals. Included are case folders for each individual.

Disposition: Disposition will be in accordance with instructions contained in FN 40-66e.

FN: 40-216d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Table B-19**File category 40: Medical services—Continued**

Description: Not applicable.

Disposition: Not applicable.

FN: 40-216e

Title: Clinical psychology individual cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information related to conducting psychological evaluations of individuals who have drug, alcohol, marital, work adjustment, and similar problems. Included are examination records of intelligence, personality, achievement, and aptitude, results of tests, doctor's notes, abstracts or copies of pertinent medical records, observations of patient's behavior, and similar information.

Disposition: Destroy 3 years after the case is closed.

FN: 40-216f

Title: Social work individual cases

Authority: NN-166-204

Privacy Act: A0040-66bDASG

Description: Information relating to the interview of patients and appropriate individuals to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment. Included are interviews, personal history statements, abstracts or copies of pertinent medical records, and similar information.

Disposition: Destroy 3 years after the case is closed.

FN: 40-216h

Title: Electroencephalographic tracings

Authority: NC-AU-75-16

Privacy Act: A0040DASG

Description: Information relating to electrical activity of the brain. Included are graphic recordings and similar information.

Disposition: Destroy after 2 years, except that tracings indicating abnormal conditions may be destroyed when no longer needed for teaching, research, or comparison purposes.

FN: 40-216i

Title: NATO consultation service cases

Authority: NC1-AU-84-5

Privacy Act: A0040-66bDASG

Description: Information pertaining to NATO personnel and their dependents who are treated in Army medical facilities.

Disposition: After final discharge, forward to the appropriate national military medical authority. (See AR 40-400, table 2-5).

FN: 40-216j (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-226a

Title: Activity reports

Authority: NC1-AU-77-153

Privacy Act: Not applicable.

Description: Information reflecting the activities of the Army Medical Department, such as narrative accounts of the organization, sanitation at the organization, steps taken to prevent diseases, morbidity, and mortality of troops servicing the organization, and other subjects of hygiene and professional medical interest. Included are activities reports, statistical tables and charts appended thereto, and similar information.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. Reporting offices: Destroy after 5 years.

FN: 40-330a

Title: Pay patient treatment information

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Retained copies of documents reflecting information on pay patients treated in Army medical facilities. Included are letters, forms, printouts, and similar information.

Disposition: Destroy 1 year after the close of the FY to which they pertain.

Table B-19
File category 40: Medical services—Continued

FN: 40-330b

Title: Medical service accounts

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information relating to the process of accounting for charges and making proper distribution of funds received in payment for authorized medical and dental services. Included are patient ledger cards, invoices and receipts for collection, cash records, schedules of collection, certificates of indebtedness, copies of outpatient records, vouchers, registers, and related basic accounting documents.

Disposition: Destroy 3 years after completion of collection action or 3 years after inclusion in uncollectible accounts report, as applicable.

FN: 40-350a

Title: Bed availability files

Authority: NN-166-204

Privacy Act: A0040-1DASG

Description: Information relating to the availability and use of hospital beds. Included are cards, lists, and similar information.

Disposition:

a. Office having Army-wide staff responsibility: Destroy after 2 years.

b. Other offices: Destroy after 3 months.

FN: 40-400a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400d

Title: Medical statistical machine tabulations

Authority: NC-AU-75-29

Privacy Act: Not applicable.

Description: Information reflecting statistical data extracted from the individual medical records and forwarded to DA. Included are machine tabulations and related documents.

Disposition:

a. Tabulations containing data not extracted to other permanent records: Permanent. Retire when no longer needed for current operations.

b. Other tabulations: Destroy 1 year after completion of analysis.

FN: 40-400e

Title: Detail and summary tabulating cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting data extracted from individual records and forwarded to DA by medical treatment facilities and Armed Forces Examining and Entrance Stations (AFEES). They are used to prepare basic medical and health statistical tables on morbidity, medical examinations of registrants, and similar medical data. Included are punched cards and magnetic tapes containing individual medical record data, cards pertaining to individuals examined at AFEES, and similar information.

Disposition: Destroy 25 years after completion of the statistical study to which they pertain.

FN: 40-400f

Title: Source documents

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information used in preparing personnel reports and punched cards. Included are admission worksheets, patient control registers, personnel accounting cards, change-in-status documents, and similar information.

Disposition: Destroy after 3 months. However, personnel accounting

Table B-19
File category 40: Medical services—Continued

cards will be destroyed when information contained therein is no longer required.

FN: 40-400h

Title: Medical facility statistical feeder reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by medical treatment facilities for local administrative operations and as a source of statistical information to prepare recurring reports required by higher headquarters. Included are patient statistical reports, outpatient statistical reports, clinic statistical reports, operations statistical reports, dispensary statistical reports, eye, ear, nose, and throat examination statistical reports, pregnancy case statistical reports, and similar information.

Disposition: Destroy after 1 year.

FN: 40-400i

Title: Ward statistical reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census, patient strength reports, ward patient rosters, and similar information.

Disposition: Destroy after 3 months.

FN: 40-400j

Title: Telegraphic morbidity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting rapid changes in morbidity levels. Included are periodic telegraphic reports of incidence of specified diseases, strength served, and similar data.

Disposition:

a. Office having Army-wide staff responsibility: Destroy when no longer required for statistical purposes.

b. Other offices: Destroy after 2 years.

FN: 40-400k (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 40-400m

Title: Statistical health tables and charts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting medical statistics such as morbidity and mortality rates. Included are statistical tables, vital statistics charts, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 40-400n

Title: Birth reports

Authority: NC-AU-75-22

Privacy Act: A0040DASG

Description: Information reflecting births at Army installations which are reported to civil or military authorities. Included are letters, forms, printouts, and similar information.

Disposition:

a. Files dated prior to 1916: Permanent.

b. Files dated 1916 to present: Destroy after 2 years.

FN: 40-400p

Title: Death reports

Authority: NN-166-204

Privacy Act: A0040DASG

Description: Information related to reporting deaths within Army medical facilities to the hospital registrar or administrative officer of the day and reporting deaths at Army installations to civil health authorities. Included are hospital report-of-death forms, State death certificate forms, and similar information.

Disposition: Destroy after 2 years.

FN: 40-400q

Title: Admissions and dispositions

Table B-19
File category 40: Medical services—Continued

Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information reflecting patients admitted or discharged from the hospital and interward transfers. Included are admission and disposition sheets, daily patient strength recapitulation documents, and similar information.
Disposition: Destroy after 5 years.

FN: 40-400r
Title: Communicable disease reports (humans)
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information reflecting communicable diseases diagnosed in patients admitted by transfer or as casualties and among troops en route. Included are letters, forms, telegraphic messages, and similar information.
Disposition: Destroy after 5 years.

FN: 40-400s
Title: Entrance examinations
Authority: NN-166-204
Privacy Act: A0040-400DASG
Description: Information reflecting medical information on inductees and enlistees rejected for medical reasons. This information is forwarded to U.S. Army Health Services Data Systems Agency by AFES. Included are copies of reports of medical examination and related information.
Disposition:
a. Sampled records: Destroy after 2 years. Earlier disposal is authorized.
b. Nonsampled records: Destroy after 1 year. Earlier disposal is authorized.

FN: 40-400t
Title: Registrant examination summary reports
Authority: NN-166-204
Privacy Act: A0040-400DASG
Description: Summary information on the overall examination results, the causes for disqualification, and general physical and mental characteristics of registrants found acceptable for induction. Included are summary reports of registrant examinations for induction and related information used for medical statistical purposes.
Disposition: Destroy 1 year after completion of the project for which they are used.

FN: 40-400v
Title: Medical study—preparation files
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information relating to projected or in-process studies of morbidity, mortality, hospitalization, casualty logistics, physical disqualifications for military service, nosology, and statistical methods (including ADP techniques and applications). Included are copies of detailed requests for data, procedural instructions, technical notes and memorandums, worksheets, drafts of narrative analyses, and similar information.
Disposition: Destroy on completion of project.

FN: 40-400w
Title: Physical medicine reports
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information such as treatment of patients in the physical medicine service, participation and treatment in occupational therapy, and disposition of patients. Included are physical medicine daily attendance reports relating to physical therapy and physical reconditioning, occupational therapy participation reports, reports to the hospital registrar, monthly reports of hospitalization of patients, and similar information.
Disposition: Destroy after 1 year.

FN: 40-400y
Title: Death record controls
Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information used by Headquarters, DA in obtaining and compiling information on deaths. Included are casualty reports, clinical record cover sheets, and similar or related information.

Table B-19
File category 40: Medical services—Continued

Disposition: Destroy on completion of tabulation and analysis.

FN: 40-400z
Title: Communicable disease reports (animals)
Authority: NC1-AU-85-67
Privacy Act: Not applicable.
Description: Information relating to cases of animal communicable diseases transmissible from animal to animal and from animal to human. Included are letter reports of appearance of first case of disease, report of notification of communicable disease to military or civilian authorities, and similar documents.
Disposition:
a. Office having Army-wide responsibility: Destroy after 20 years.
b. Other offices: Destroy after 1 year.

FN: 40-407b
Title: Operation orders and schedules
Authority: NN-166-204
Privacy Act: A0040DASG
Description: Information used to order and schedule operations. Included are surgery rosters and similar information.
Disposition: Destroy when no longer needed.

FN: 40-407c
Title: Nursing service schedules
Authority: NC1-AU-79-66
Privacy Act: A0040DASG
Description: Information reflecting on-duty hours for personnel assisting with the nursing care of patients. Included are time schedules and similar information.
Disposition: If inspected by Joint Commission on Accreditation of Healthcare Organizations, destroy after next scheduled accreditation visit. Other hospitals: destroy after 2 years.

FN: 40-407e
Title: Bacteriological testing
Authority: NN-174-005
Privacy Act: Not applicable.
Description: Information created as a result of bacteriological culture tests to determine the efficiency of sterilizers, autoclaves, and the sterilization process. Included are laboratory reports and similar information.
Disposition:
a. Inspected hospitals: Destroy after next inspection by the Joint Commission on Accreditation of Hospitals.
b. Other hospitals: Destroy after 1 year.

FN: 40-407f
Title: Register of operations
Authority: NN-174-005
Privacy Act: Not applicable.
Description: Information reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included are register of operations forms and related documents.
Disposition: Destroy in CFA after 3 years.

FN: 40-407g
Title: Health nursing case files
Authority: NN-166-204
Privacy Act: A0040-407DASG
Description: Information relating to patient and family health care in connection with the Army health nursing program. Included are family record forms, case referral forms, and similar information arranged alphabetically.
Disposition: Destroy 3 years after close of case.

FN: 40-407h
Title: Family indices
Authority: NN-166-204
Privacy Act: A0040-66bDASG
Description: Information used for determining case load by program classification and for scheduling visits. Included are family index forms and related documents arranged alphabetically.
Disposition: Destroy 3 years after case is closed.

FN: 40-407i
Title: Statistical data

Table B-19
File category 40: Medical services—Continued

Authority: NN-166-204
Privacy Act: Not applicable.
Description: Information used in planning and evaluating services and providing data for periodic reports such as the outpatient report. Included are Army health nursing activities forms and similar information.
Disposition: Destroy after 5 years.

FN: 40-407j
Title: School health records
Authority: NN-166-204
Privacy Act: A0040-66bDASG
Description: Information used for evaluating health needs of students and for evaluating school health services. Information is maintained in the school nurses' offices. Included are school health record forms and related documents arranged by school classes and further arranged alphabetically within each class.
Disposition: Release to parent on transfer of student.

FN: 40-407k
Title: Patient condition reports
Authority: NC1-AU-84-30
Privacy Act: AO040DASG
Description: Information used to keep the chief of nursing service informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel. Included are 24-hour reports and similar information.
Disposition: Destroy after 1 year. Earlier destruction is authorized.

FN: 40-501a
Title: Medical standards/examinations
Authority: NC1-AU-81-66
Privacy Act: A0040DASG
Description: Information related to medical fitness standards and medical examination requirements for admission to the U.S. Military Academy Preparatory School and the U.S. Military Academy, (USMA) appointment, enlistment, and induction into the Active Army, retention, promotion, separation, flying duty, and mobilization, and similar circumstances. This information includes documentation and inquiries addressing the standards accumulated by the proponent of AR 40-501. It also includes information accumulated by medical facilities which conduct medical examinations. Included are copies of reports of medical examinations, medical history, and similar information.
Disposition: Destroy after 1 year, except FAA Form 8500-9 (file copy), reflecting Federal Aviation Administration (FAA) Flight Physicals, will be destroyed after 3 years.
Note: The originals of Standard Forms 88 and 93 and related documents pertaining to USMA applicants will be forwarded in accordance with AR40-501.

FN: 40-554a
Title: Sexually transmitted disease reports
Authority: NN-166-204
Privacy Act: AO040-66BDASG
Description: Data assembled for the control of sexually transmitted diseases. Included are periodic reports of new cases, contact reports, special telegraphic reports, and similar information.
Disposition: Destroy after 1 year.

FN: 40-656a
Title: Operational rations reports
Authority: NC1-AU-80-20
Privacy Act: Not applicable.
Description: Information reflecting class 4, 5, 6, 7, and 9 veterinary inspections of nonperishable foods. Included are inspection reports, recommendations on lot disposition, and sanitary inspections of Unit Basic Load Storage Facilities.
Disposition: Destroy after 1 year.

FN: 40-657a
Title: Commercial food establishment reports
Authority: NC1-AU-85-50
Privacy Act: Not applicable.
Description: Information relating to sanitary inspections of commercial establishments engaged in the processing, handling, and storage of food products. Included are reports indicating the source of raw products, processing facilities, ventilation, water supply, disposal of waste,

Table B-19
File category 40: Medical services—Continued

cleaning, insect control, refrigeration, and determinations of the sanitary qualifications of the establishment, correspondence with individual vendors or commercial food establishments relating to the reports, and similar information.

Disposition:
a. Office having Army-wide responsibility: Destroy after 15 years in CFA.
b. Other offices: Destroy in CFA 5 years after date sanitary inspection was conducted, or 1 year after establishment has been removed from the list of sanitarily approved sources, whichever is first.

FN: 40-657b
Title: Quality history records
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and reflect actual performance over a period of time, explanations of unusual amounts of rejections, reports of corrective actions taken, reclaims, and reports of pre-award or miscellaneous surveys. Included are quality history records, reports of sampling inspections, procurement quality assurance for dairy product records, reports of test results, and similar documents.
Disposition:
a. Branch offices: Destroy after 2 years.
b. Other offices: Destroy after 1 year

FN: 40-657c
Title: Food source listings
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting approved sources of foods of animal origin determined by sanitary inspections of the sources. Included are documents or publications showing the name, location of establishment for which Army approval has been granted, code of inspecting office, and related information.
Disposition: Preparing office: Destroy 2 years after supersession of the list.

FN: 40-657d
Title: Technical training files
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting technical training programmed and conducted to maintain unit efficiency. Included are technical training schedules, assignments of instruction personnel, lesson plans, reports of attendees, and similar information.
Disposition: Destroy after 1 year.

FN: 40-657e
Title: Procurement inspection reports
Authority: NC1-AU-79-56
Privacy Act: Not applicable.
Description: Information reflecting the requirements for an inspection, items to be inspected, and results of inspections, classes 3, 4, and 8. Included are contracts, purchase orders, purchase descriptions, purchase agreements, reports of inspection, product verification records, testing results, contractors' certificate of conformance, United States Department of Agriculture (USDA) Certifications, net weight examination records, vendors' manifests, and similar information.
Disposition:
a. Branch offices: Destroy after 2 years.
b. Other offices: Destroy after 1 year.
Note: Information in the cutoff files that requires additional action or relates to reopened cases should be brought forward for filing in the current file.

FN: 40-657f
Title: Surveillance inspection reports
Authority: NC1-AU-80-20
Privacy Act: Not applicable.
Description: Information reflecting classes 5, 6, 7, and 9 veterinary inspections. Included are inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, DD Forms 1225 (Storage Quality Control Reports), and similar information.

Table B-19
File category 40: Medical services—Continued

Disposition: Destroy after 1 year.

FN: 40-657g

Title: Contractor agreements

Authority: NC1-AU-79-56

Privacy Act: Not applicable.

Description: Information reflecting agreements with the contractor for veterinary inspection on subsistence contracts and evaluation of performance. Included are Plan for Inspection Job, Contractor Inspection System, Inspection System Evaluation, correspondence, and similar information.

Disposition:

- a. Branch offices: Destroy 2 years after supersession or obsolescence.
 - b. Other offices: Destroy when superseded, obsolete, or when no longer needed for reference.
-

FN: 40-657h

Title: Quality data feedback

Authority: NC1-AU-79-56

Privacy Act: Not applicable.

Description: Information reflecting requests for, and results of, Defense Logistics Agency quality audits, subsistence item surveys, consumer level quality audit program, special destination inspections, and similar information.

Disposition: Destroy after 1 year.

FN: 40-657i

Title: Military food establishment reports

Authority: NC1-AU-80-20

Privacy Act: Not applicable.

Description: Information relating to the sanitary inspections of military facilities engaged in processing, handling, storing, and reselling subsistence items. Included are sanitary inspection reports, correspondence with facility managers and supervisors or commanders relating to inspection reports and similar information.

Disposition: Destroy after 1 year.

FN: 40-658a

Title: Veterinary activities reports

Authority: NC1-AU-79-56

Privacy Act: Not applicable.

Description: Information used for determining workload of veterinary personnel engaged in activities in the office of the Deputy for Veterinary Activities and food inspection and animal medicine branches, and for resource management of these activities. Included are veterinary activity reports, documents reflecting the poundage of subsistence inspected, trends and related information, and similar forms and documents.

Disposition:

- a. The Surgeon General: Destroy after 10 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 40-660a

Title: ALFOODACT messages

Authority: NC1-AU-79-56

Privacy Act: Not applicable.

Description: Information relating to recalls of foods, nonprescription drugs, nonprescription medical devices, and health and beauty aids.

Disposition: Destroy 1 year after completion of recall.

FN: 40-905a

Title: Veterinary sanitation inspection of animal facilities

Authority: NC1-AU-85-71

Privacy Act: Not applicable.

Description: Information relating to sanitary inspections of military animal facilities. Included are sanitary inspection reports, correspondence relating to inspection reports, and similar information.

Disposition: Destroy after 1 year.

FN: 40-905c

Title: Veterinary clinic and sick reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to animals treated in veterinary clinics, dispensaries, or hospitals. Included are treatment reports and similar documents.

Disposition: Destroy after 1 year.

Table B-19
File category 40: Medical services—Continued

FN: 40-905d

Title: Privately owned animal records

Authority: NC1-AU-79-13

Privacy Act: A0040-905DASG

Description: Information pertaining to the health of individual animals, belonging to military members or their dependents, under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

Note: Release to owner when owner is transferred or when owner is no longer entitled to veterinary care for his or her animal.

Disposition: Destroy upon death of the animal, transfer of owner, or 2 years after the last entry in the record.

FN: 40-905e

Title: Military animal records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to the health of military animals under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates, and similar documents.

Disposition:

- a. Sentry dog records: Forward to Department of Defense Dog Center, ATTN:WHVS, Lackland Air Force Base, TX 78236, when dog is separated from the Service and disposed of.
 - b. Other records: Destroy 1 year after death of animal.
-

FN: 40-905f

Title: Animal death certificates

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting causes of animal deaths. Included are death certificates and related information.

Disposition: Destroy after 6 months.

FN: 40-905g

Title: Child care center veterinary inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to sanitary inspections, humane treatment and care, facilities, housing and feeding of animals kept in child care centers for use by the staff and children.

Disposition: Destroy after 1 year.

Table B-20
File category 40: Medical services—rescinded FNs

FN: 40-25a

Title: Recipe cards

Use: FN 40-2x

FN: 40-66d

Title: Practitioner credentialing files

Use: FN 40-68a

FN: 40-67a

Title: Medical xray teaching files

Use: FN 351-3c

FN: 40-67b

Title: Dental xray projects

Use: FN 351-3d

FN: 40-67c

Title: Dental xray teaching files

Use: FN 351-3e

FN: 40-67d

Title: Extra oral dental xrays

Use: FN 351-3f

FN: 40-182a

Title: Dental reports

Use: FN 40-16a

Table B-20 File category 40: Medical services—rescinded FNs—Continued
FN: 40-182b Title: Dental worksheets and tabulations Use: FN 40-16b
FN: 40-332a Title: Pay patient treatment information Use: FN 40-330a
FN: 40-335a Title: Medical service accounts Use: FN 40-330b
FN: 40-400b Title: Medical statistical summaries Use: Not applicable. (Pertained to paper records created through 1970.)
FN: 40-400g Title: Health and hospitalization data Use: Not applicable. (Pertained to paper records created through 1970.)
FN: 40-400u Title: DA clinical record cover sheets Use: FN 40-66x
FN: 40-400x Title: Transmittals (OF 41) Use: Not applicable. (File transmittals with the documents to which they relate or destroy them when no longer necessary.)
FN: 40-407a Title: Medical facility incident reports Use: FN 40-68b
FN: 40-407d Title: Temperature, pulse, and respiration files Use: Not applicable. (Information is filed with the patient's clinical record.)
FN: 40-905b Title: Military food establishment reports Use: FN 40-657i

B-18. File category 50: Nuclear and chemical weapons and materiel

a. Prescribing directives.

- (1) AR 50-5, Nuclear Surety.
- (1) AR 50-5-1 (C), Nuclear Weapon Security (U).
- (3) AR 50-6, Chemical Surety .
- (4) AR 50-6-1 (C), Chemical Agent Security Program (U).
- (5) AR 50-115, Safety Rules for Army Nuclear Weapons.

b. Description. These files relate to policies, studies and reviews, controls, and operating procedures pertaining to safety and reliability of nuclear weapons and related materiel, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jet-tison. These also include procurement, storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel. See table B-21.

Table B-21 File category 50: Nuclear and chemical weapons and materiel

FN: 50 Title: General nuclear and chemical weapons and materiel correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general
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Table B-21 File category 50: Nuclear and chemical weapons and materiel—Continued

recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to nuclear and chemical weapons and materiel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Materials relating to nuclear and chemical weapons and materiel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 50a

Title: Nuclear, chemical and biological national security affairs

Authority: NC1-AU-77-96

Privacy Act: Not applicable.

Description: Information relating to domestic, foreign, and military policy for the application of atomic energy, utilization of nuclear and chemical weapons, and biological defense relating to national security and national level crisis management. Included are studies, actions, and directives of and related to the President, National Security Council, Assistant to the President for National Security Affairs, and interdepartmental groups and committees addressing national security affairs regarding nuclear and chemical warfare and biological defense.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 50b

Title: Nuclear, chemical, and biological warfare arms controls

Authority: NC1-AU-77-97

Privacy Act: Not applicable.

Description: Information pertaining to the regulation, production, distribution, or reduction of actual, planned, or potential strategic nuclear weapons, chemical warfare weapons, and biological weapons. Included is information reflecting military considerations associated with the development of agreements and the implementation of such agreements.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 50c

Title: Special strategic forces plans

Authority: NC1-AU-77-94

Privacy Act: Not applicable.

Description: Information relating to the development, coordination, and preparation of the Army's position relative to selected plans, including those of an inter-departmental and joint nature which are separately managed and closely controlled because of their highly sensitive nature. Included are Red Planning Board actions.

Disposition:

- a. DA offices responsible for establishing coordinated Army view: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 50d

Title: Nuclear and chemical strategy formulations

Authority: NC1-AU-77-98

Privacy Act: Not applicable.

Description: Information relating to the development and expression of Army policy, means, and techniques for achieving national nuclear, ballistic missile defense, chemical and biological defense security objectives, and concomitant military objectives. Included are DA deployment and employment policy of tactical nuclear weapons, nuclear and chemical annexes, and information related to the review, analysis, and sponsorship of related studies.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 50e

Title: Nuclear and chemical politico-military affairs

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

Authority: NC1-AU-77-99**Privacy Act:** Not applicable.**Description:** Information relating to the politico-military aspects of national nuclear, chemical, and biological defense policy and strategy, to include Nuclear Planning Group activities.**Disposition:** Permanent.

FN: 50f**Title:** Nuclear and chemical requirements**Authority:** NC1-AU-77-103**Privacy Act:** Not applicable.**Description:** Information relating to the identification and verification of nuclear and chemical warfare requirements. Included are nuclear and chemical stockpile information, nuclear annex to joint forces memorandum, nuclear warhead stockage levels, nuclear annex to joint strategic operations plan, and related information and studies.**Disposition:**

a. Offices responsible for preparing plan or contributing to it: Permanent. PIF when plan is final and cut off at the end of that year.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. Related information will be destroyed after 2 years.

FN: 50g**Title:** Nuclear and chemical capabilities**Authority:** NC1-AU-77-89**Privacy Act:** Not applicable.**Description:** Information relating to the analysis of theater nuclear forces, tactical nuclear and chemical warfare stockpiles, resources to determine capability to accomplish assigned missions and to establish priorities for allocation of U.S. Army resources based on worldwide U.S. and friendly foreign country requirements. Included are nuclear weapons allocation and deployment plans, and related studies or other information.**Disposition:**

a. HQDA office requiring report: Permanent.

b. Other offices: Destroy after 2 years.

FN: 50h**Title:** Theater nuclear force structure developments**Authority:** NC1-AU-77-93**Privacy Act:** Not applicable.**Description:** Information relating to delivery units, special ordinance companies, custodial detachments, and supporting units in plans, lists, and overall force structure, and references related to the theater nuclear force posture.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50i**Title:** Nuclear and chemical warfare budget formulations**Authority:** NC1-AU-79-78**Privacy Act:** Not applicable.**Description:** Information relating to developing and presenting budget estimates to support approved Army plans and programs for theater nuclear forces, strategic defensive systems, chemical warfare items, and nuclear, biological, and chemical defense programs.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

FN: 50j**Title:** Nuclear and chemical progress and statistical reports**Authority:** NC1-AU-77-95**Privacy Act:** Not applicable.**Description:** Information containing statistical, graphical, or textual data on the condition and progress of Army tactical nuclear warhead and theater nuclear force development programs, chemical warfare systems, and biological defense items.**Disposition:**

a. Consolidated report reflecting agency wide results: Permanent.

b. Other reports: Destroy after 2 years.

FN: 50k

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

Title: Army nuclear, chemical, and biological defense program reviews and analyses**Authority:** NC1-AU-80-11**Privacy Act:** Not applicable.**Description:** Information on evaluating and appraising the effectiveness and efficiency of the Army nuclear, chemical, and biological defense program. Included are evaluations of the Army's application of atomic energy, handling and employment of nuclear weapons, ballistic missile defense, CONUS air defense, chemical warfare and biological defense; program objective memorandum (POM) formulation and analysis; establishing the Army position on applicable portions of the OSD POM issue papers; and tentative program decision memorandum, amended program decision memorandum, 5-year defense program, and Army budget.**Disposition:**

a. HQDA staff offices, major commands, and major subordinate commands: Permanent.

b. Other offices: Destroy after 2 years.

FN: 50m**Title:** Nuclear and chemical cost analyses**Authority:** NC1-AU-77-104**Privacy Act:** Not applicable.**Description:** Cost estimates and information regarding materiel development and procurement programs for tactical nuclear warheads, theater nuclear programs, chemical warfare systems, and nuclear, biological, and chemical defense programs.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50n**Title:** Nuclear, chemical warfare, and biological defense scientific and technical information**Authority:** NC1-AU-77-109**Privacy Act:** Not applicable.**Description:** Studies and technical information pertinent to the development of nuclear warheads and employment of nuclear forces, chemical warfare, and biological defense. Included are technical references pertaining to nuclear, chemical, and biological matters.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50p**Title:** Nuclear command and control communications**Authority:** NC1-AU-77-105**Privacy Act:** Not applicable.**Description:** Information relating to communications and command and control for the employment of theater nuclear forces.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 50q**Title:** Chemical and nuclear demilitarizations**Authority:** NC1-AU-77-32**Privacy Act:** Not applicable.**Description:** Information relating to the demilitarization of chemical and nuclear weapons and ammunition. Included are plans, environmental impact statements and assessments, progress reports, and related information.**Disposition:**

a. Office responsible for obtaining congressional approval: Permanent.

b. Other offices: Destroy 1 year after completion of project.

FN: 50r**Title:** Chemical and nuclear plans**Authority:** NC1-AU-77-35**Privacy Act:** Not applicable.**Description:** Information relating to the development, coordination, and preparation of nuclear and chemical annexes to Army capabilities and joint strategic capabilities plans; chemical warfare and nuclear, biological, and chemical defense plans; chemical warfare readiness; nuclear, biological, and chemical capabilities plans; and related information.**Disposition:** Destroy when superseded or obsolete

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

FN: 50-5a**Title:** Nuclear accident/incident controls**Authority:** NC1-AU-77-31**Privacy Act:** Not applicable.**Description:** Information relating to the reporting and investigation of nuclear accidents or incidents. Included are reports of accident or incident, investigation, followup action, status reports, and any related reports.**Disposition:**

a. Office responsible for preparation of report: Permanent.

b. Other offices: Destroy 1 year after all actions have been completed.

FN: 50-5b**Title:** Nuclear manpower allocations**Authority:** NC1-AU-77-116**Privacy Act:** Not applicable.**Description:** Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of nuclear weapons. Included are DA atomic energy specialty programs; designation, approval, or validation records of atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of military occupational specialty (MOS) prefix-5 positions.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50-5c**Title:** Nuclear surety files**Authority:** NC1-AU-77-36**Privacy Act:** Not applicable.**Description:** Information relating to the implementation of the nuclear weapons surety program. Included are DA policy concerning safety and safeguards for nuclear weapons, implementing directives, and related information.**Disposition:** Permanent.**FN:** 50-5d**Title:** Nuclear site restorations**Authority:** NC1-AU-77-33**Privacy Act:** Not applicable.**Description:** Information relating to development, coordination, and preparation of restoration plans for contaminated nuclear sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.**Disposition:**

a. Office responsible for obtaining Secretary of the Army approval: Permanent.

b. Other offices: Destroy on completion of project.

FN: 50-5e**Title:** User listings**Authority:** NC1-AU-79-37**Privacy Act:** A0040-14DASG**Description:** Information on persons authorized to handle ionizing radiation sources, reflecting training, experience and certification. Included are listings of approved users, listings of experience and training, and similar information. (These are posted to official personnel files).**Disposition:** Destroy 5 years after transfer or separation of the person concerned.**FN:** 50-5-1a**Title:** Nuclear site upgrading files**Authority:** NC1-AU-77-34**Privacy Act:** Not applicable.**Description:** Information relating to the nuclear weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.**Disposition:** Destroy 5 years after completion of project.**FN:** 50-6a**Title:** Chemical manpower allocations**Authority:** NC1-AU-77-116

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

Privacy Act: Not applicable.**Description:** Information relating to DA policies for commands and agencies on the number of personnel who may be used to perform assigned missions bearing on the application of atomic energy and handling and employment of chemical warfare and biological defense. Included are DA atomic energy specialty programs; designation, approval and validation records of atomic energy specialty positions; atomic energy specialty positions for advanced degree requirements; and DA policy files for designation of MOS prefix-5 positions.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.**FN:** 50-6b**Title:** Chemical accident/incident controls**Authority:** NC1-AU-77-31**Privacy Act:** Not applicable.**Description:** Information relating to the reporting and investigation of chemical accidents or incidents. Included are reports of accident or incident, investigation, follow-up action, status reports, and any related reports.**Disposition:**

a. Office responsible for preparation of report: Permanent.

b. Other offices: Destroy 1 year after all actions have been completed.

FN: 50-6c**Title:** Chemical site restorations**Authority:** NC1-AU-77-33**Privacy Act:** Not applicable.**Description:** Information relating to development, coordination, and preparation of restoration plans for contaminated chemical sites. Included are environmental documentation, restoration plans, schedules, reports, briefings, movement plans, requests for approval, approvals, and related information.**Disposition:**

a. Office responsible for obtaining Secretary of the Army approval: Permanent.

b. Other offices: Destroy on completion of project.

FN: 50-6d**Title:** Chemical surety files**Authority:** NC1-AU-77-36**Privacy Act:** Not applicable.**Description:** Information relating to the implementation of the chemical weapons surety program. Included are DA policy concerning safety and safeguards for chemical weapons, implementing directives, and related information.**Disposition:** Permanent.**FN:** 50-6e**Title:** Chemical safety files**Authority:** NC1-AU-77-37**Privacy Act:** Not applicable.**Description:** Information relating to the development and implementation of chemical weapons or agents safety standards and procedures. Included are DA policy concerning the safeguard of chemical weapons, safety standards, implementing directives, procedures for reporting incidents, and related information.**Disposition:**

a. Office responsible for preparation of reports: Permanent.

b. Other offices: Destroy when no longer needed.

FN: 50-6-1a**Title:** Chemical site upgrading files**Authority:** NC1-AU-77-34**Privacy Act:** Not applicable.**Description:** Information relating to the chemical weapons storage site upgrading program. Included are budget executions, site surveys, status reports, and related information.**Disposition:** Destroy 5 years after completion of project.**FN:** 50-115a**Title:** Nuclear safety files**Authority:** NC1-AU-77-37**Privacy Act:** Not applicable.**Description:** Information relating to the development and

Table B-21**File category 50: Nuclear and chemical weapons and materiel—Continued**

implementation of nuclear weapons safety standards and procedures. Included are DA policy concerning the safeguard of nuclear weapons, safety standards, implementing directives, procedures for reporting incidents, and related information. (Note: Use FN 50-6d or 50-6e to file similar safety information on chemical weapons and agents.)

Disposition:

- a. Office responsible for preparation of reports: Permanent.
b. Other offices: Destroy when no longer needed.

B-19. File category 55: Transportation and travel*a. Prescribing directives.*

- (1) AR 55-1, CONEX/MILVAN Equipment Control-Utilization and Reporting.
(2) AR 55-19, Marine Casualties.
(3) AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Overseas Areas.
(4) AR 55-71, Transportation of Personal Property and Related Services.
(5) AR 55-80, Highways for National Defense.
(6) AR 55-162, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States.
(7) AR 55-170, Apportionment, Manifesting and Billing for Ocean Transportation and Port Handling of Empty CONEX Containers.
(8) AR 55-355, Volume 1, Defense Traffic Management Regulation. This volume prescribes many discrete categories of records. Rather than following the MARKS numbering sequence in the strict sense, a minor departure in the file number has been made to facilitate record identification. The basic file number, 55-355, is followed by a three-letter designation to denote the type of military traffic involved. These designations are listed in table B-22.
(9) AR 55-355, Volume 2, Transportation Facilities Guide (TFG) Records, U.S. Army.

Table B-22**Traffic type designations for use with AR 55-355, Volume 1**

Designation	Letters	Example of file number
Air traffic	AIR	55-355AIRa
Freight (not specified air/land/sea)	FRT	55-355FRTb
Highway traffic	HWY	55-355HWYc
Nonspecific traffic and other records not falling into the above categories	NON	55-355NONg
Movement of personnel	PER	55-355PERa
Rail traffic	RAL	55-355RALe
Ocean traffic	SEA	55-355SEAb
Records on tariffs, tenders, and transit	TTT	55-355TTTd

b. Description. These records concern transportation planning, programming, and staff supervision of transportation components, movement of Army passengers, cargo, mail, household goods (HHG), privately-owned vehicles (POVs), and personal baggage via various modes of transportation, use of CONEX Service, customs clearance, travel of Army personnel and dependents, military traffic management activities, and transportation facilities (table B-23). Records on specific modes of transportation and travel are in 56 and 59 series.

Table B-23**File category 55: Transportation and travel****FN: 55**

Title: General transportation and travel correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to transportation and travel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to transportation and travel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 55-1a

Title: Returnable container files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping information, stock cards, memorandum receipts, reports, and similar information.

Disposition: Destroy 3 years after return of container.

FN: 55-1b

Title: CONEX lease agreements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the lease of CONEX transporters to United States commercial firms to ship cargo to the United States. Included are leases and related correspondence, including correspondence pertinent to unusual charges, such as charges for lost or damaged transporters.

Disposition:

a. Joint Container Control Agency: Destroy 3 years after termination of lease.

b. Other offices: Destroy after 2 years.

FN: 55-1c

Title: CONEX lease agreement lists

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to lists prepared by the Joint Container Control Agency reflecting United States commercial firms who have entered into approved leasing agreements. Also included are names and addresses of authorized overseas representatives of each firm.

Disposition:

a. Joint Container Control Agency: Destroy 1 year after supersession.

b. Other offices: Destroy when superseded or obsolete.

FN: 55-1d

Title: CONEX receipts and billings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the procedures for maintaining data on current location of all transporters. This information also provides data for use in collecting rental charges by the Finance and Accounts Office, U.S. Army. Included are receipts issued when transporters are

Table B-23**File category 55: Transportation and travel—Continued**

transferred to lessees, receipts issued when transporters are returned to the U.S., and coded machine runs.

Disposition:

- a. Joint Container Control Agency: Destroy receipts after 1 year and remaining files after 3 years.
- b. Other offices: Destroy after 1 year.

FN: 55-19a

Title: Marine casualty record cards

Authority: II-NNA-1945

Privacy Act: Not applicable.

Description: Cards containing information extracted from reports of investigation and radio messages pertaining to casualties involving Army and commercial vessels and injury to stevedores or crewmembers, showing vessels involved, where damage occurred, amount involved, and similar data.

Disposition: Office having Army-wide staff responsibility: Destroy after 5 years.

FN: 55-46a

Title: Processing of Overseas Replacement (POR) files

Authority: NC1-AU-85-21

Privacy Act: A0055-355bDALO

Description: Information accumulated in the processing of military personnel, civilian employees, and their dependents for overseas movement. Included are requests for movement of dependents, letters notifying dependents of eligibility to travel to authorized destination, questionnaires and information sheets used for issuance of travel authorizations, and similar information.

Disposition: Destroy 1 year after processing is completed.

FN: 55-46b

Title: Passport files

Authority: NC1-AU-86-8

Privacy Act: A0055-355MTMCb

Description: Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

Disposition:

- a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 (Authorization to Apply for a "No Fee" Passport and/or Request for Visa) will be destroyed after 1 year.
- b. Other offices: Destroy after 1 year.

FN: 55-46c

Title: Alien dependent travel files

Authority: II-NNA-1566

Privacy Act: AO055-355DALO

Description: Information relating to the travel of authorized alien dependents from overseas areas to the United States. Included are applications for transportation of dependents, notification to dependents that application for transportation was approved, dependent's travel orders, and questionnaires.

Disposition: Destroy after 5 years.

FN: 55-71a

Title: Accounting documents

Authority: NC1-AU-86-55

Privacy Act: A0055-71SAFM

Description:

- a. Information posted to books of original entry. Included are allotment, commitment, or obligation documents; customer orders or earnings; duplicate copies of disbursement vouchers; collection documents (including cash collections); adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets.
- b. Designated depository checking accounts in overseas areas (see AR37-103, chap 9). Included are checklistings for card checks, check reconciliation statements, check copies, and copies of outstanding depository checks.
- c. Notices of exception and certificates of deposits.
- d. Logistic support billings to foreign governments and to the Military Assistance Appropriation under authority of the Foreign Assistance Act and the Foreign Military Sales Act.
- e. Military Assistance Program (MAP) order fund transactions including item order portion of the Military Assistance Grant Aid Program.

Table B-23**File category 55: Transportation and travel—Continued**

f. Copies of HHG orders and HHG bills of lading.

g. Documents on excess cost of HHG shipments.

h. F&AO retained copies of Reserve Components composite payrolls.

i. Comparable information.

Disposition:

- a. Allotment documents: Destroy after 3 years.
- b. Duplicate copies of disbursement vouchers: Destroy after 1 year.
- c. Checklistings for card checks: Destroy after 1 year.
- d. Check reconciliation statements: Destroy on receipt of current list of outstanding checks.
- e. Copies of individual military pay vouchers for active Army personnel: Destroy after 6 months, provided acknowledgement of receipt of original summary and certification sheets have been received from USAFAC.
- f. Copies of outstanding depository checks: Destroy when the checks have been paid or their proceeds have been transferred to account 20 x 6045.
- g. Logistic support documents related to foreign governments: Destroy 4 years after settlement.
- h. MAP order fund transactions: Destroy after 4 years.
- i. Copies of HHG orders and HHG bills of lading: Destroy after 4 years.
- j. F&AO retained copies of Reserve Components composite payrolls: Destroy after 1 year.
- k. Other documents: Destroy 3 years after cutoff except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception and then destroyed.

FN: 55-80a

Title: Highway operation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that reflects liaison activities of Army installations and activities with local transportation companies and associations. Included are maps and graphs; road, bridge, and equipment surveys; and bus data.

Disposition: Destroy after 3 years.

FN: 55-80b

Title: Highway defense utilization

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to special military movements, such as oversized or overweight shipments, over public highways.

Disposition: Destroy after 10 years.

FN: 55-80c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 55-80d

Title: Interstate highway systems

Authority: NC1-AU-85-31

Privacy Act: Not applicable.

Description: Correspondence, reports, and other information relating to the selection and designation of routes of the national system of interstate highways.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) General files: Permanent.
 - (2) State files: Destroy after 3 years.
- b. Other offices: Destroy after 3 years.

FN: 55-80e

Title: Road test research files

Authority: NC1-AU-85-29

Privacy Act: Not applicable.

Description: Files relating to highway studies and tests accumulated as a result of Army participation in the American Association of State Highway Officials Road Test Research Project.

Disposition: Destroy when superseded by new study or test.

FN: 55-80f

Title: Access road projects

Table B-23**File category 55: Transportation and travel—Continued**

Authority: NC1-AU-86-7**Privacy Act:** Not applicable.**Description:** Information pertaining to access roads to installations and maneuver area roads important to national defense.**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
 - b. Other offices: Destroy 3 years after completion or disapproval of the project.
-

FN: 55-80g**Title:** Non-interstate highway systems**Authority:** NC1-AU-83-16**Privacy Act:** Not applicable.**Description:** Information consisting of correspondence, reports, and other records relating to the selection and designation (location, standards, and so forth) of routes of highway systems other than interstate systems.**Disposition:**

- a. HQ, MTMC offices having Army-wide responsibility:
 - (1) General files: Permanent.
 - (2) State files: Destroy after 3 years.
 - b. Other offices: Destroy after 3 years.
-

FN: 55-80h**Title:** Traffic engineering services**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information that accumulates as reference material in the planning and execution of traffic engineering surveys and studies.**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
 - b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.
-

FN: 55-162a**Title:** Materiel transport files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the transport of bulky or oversized materiel. This information reflects liaison with other technical agencies and includes specifications, charts, reports, and similar information.**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy 1 year after materiel is removed from supply channels.
 - b. Other offices: Destroy 2 years after supersession, or obsolescence.
-

FN: 55-170a**Title:** Returnable container files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.**Disposition:** Destroy 3 years after return of container.**FN:** 55-355AIRa**Title:** Airlift clearances**Authority:** NN-173-207**Privacy Act:** Not applicable.**Description:** Information relating to the clearance of air shipments into the Military Airlift Command (MAC) system. Included are clearance requests, challenge actions, and related information.**Disposition:** Destroy after 1 year.**FN:** 55-355FRTa**Title:** Statistical tabulations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Statistical data pertaining to domestic freight movements and cargo shipped overseas for use in preparing statistical reports as

Table B-23**File category 55: Transportation and travel—Continued**

required. These statistics are tabulated from bill of lading punchcards and ocean manifests.

Disposition:

- a. Basic data tabulated from punchcards: Destroy after 6 years.
 - b. Supplemental data compiled from bill of lading punchcards and other sources for special studies or reports: Destroy after 2 years.
-

FN: 55-355FRTb**Title:** Transportation control number indices**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Copies of DD Form 1384-2 (Transportation Control and Movement Document) used to locate related documentation to answer inquiries.**Disposition:** Destroy when the related index files are destroyed.**FN:** 55-355FRTc**Title:** Routing orders**Authority:** GRS 9, Item 1b**Privacy Act:** Not applicable.**Description:** Information which is related to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, confirmation of route orders, reports of routing, unit permit authorizations, and related information.**Disposition:** Destroy after 3 years.**FN:** 55-355FRTd**Title:** Domestic shipment controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated as a result of preparing and transmitting required reports in connection with proposed domestic movements and controlling nuclear shipments.**Disposition:** Destroy on arrival of shipment, or after 1 year.**FN:** 55-355FRTe**Title:** Freight forwarder agreements**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to rate negotiations with freight forwarders. Included are signed copies of freight forwarder agreements.**Disposition:** Destroy 6 years after cancellation of agreement.**FN:** 55-355FRTf**Title:** Freight accounts**Authority:** II-NNA-1469**Privacy Act:** Not applicable.**Description:** Files relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements; and related information.**Disposition:** Destroy after 3 years, except that information relating to unsettled claims or investigations will not be destroyed until settlement is accomplished.**FN:** 55-355FRTg**Title:** Bills of lading**Authority:** NN-166-96**Privacy Act:** A0055-71SAFM**Description:** Information relating to inbound and outbound shipments. Included are property-received and property-shipped bills of lading, freight bills, shipping information, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading, and cross-reference sheets.**Disposition:** Destroy after 3 years, except files which reflect acceptance of Foreign Military Sales/Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired after 2 years and destroyed 10 years after retirement.**FN:** 55-355FRT h**Title:** Prepaid outbound salvage bills of lading**Authority:** NN-166-204

Table B-23**File category 55: Transportation and travel—Continued**

Privacy Act: A0055-71SAFM**Description:** Information relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.**Disposition:** Destroy after 1 year.

FN: 55-355FRTi**Title:** Prepaid inbound bills of lading**Authority:** NN-166-204**Privacy Act:** A0055-71SAFM**Description:** Information relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving information, commercial bills of lading, freight bills, transit privilege bills of lading, and cross-reference sheets.**Disposition:** Destroy after 2 years.

FN: 55-355FRTj**Title:** Overseas freight operation files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated in overseas transportation offices in connection with the movement of supplies and materiel by Government-owned transportation facilities as distinguished from similar information reflecting movement by commercial carriers. Included are freight warrants and waybills.**Disposition:** Destroy after 2 years.

FN: 55-355FRTk**Title:** Transit privilege bills of lading**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated as a result of specific transit operations, such as transit certificates, bills of lading, transit freight bills, tonnage credits, and prepaid freight bills recorded for transit.**Disposition:** Destroy 3 years after expiration of transit privilege, except that files that show acceptance of Foreign Military Sales/Supply Support Arrangement/Military Assistance Grant Aid materiel at point of origin by an official of the foreign government, or a freight forwarder or carrier acting as representative of the foreign government, will be retired 2 years after expiration of the transit privilege and destroyed 10 years after retirement.

FN: 55-355FRTm**Title:** Bills of lading registers**Authority:** NN-164-217**Privacy Act:** Not applicable.**Description:** Registers containing data relative to each bill of lading issued or accomplished such as, to whom or by whom issued, date of issue or accomplishment, and consignor.**Disposition:** Destroy in accordance with instructions for bills of lading recorded therein.

FN: 55-355FRTn**Title:** Household shipment contracts**Authority:** NC1-330-78-13**Privacy Act:** A0055-71SAFM**Description:** Information relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement. Included are contracts, purchase orders, service orders, delivery orders, receipts, travel orders, requests for shipment, inventories, and payment and collection vouchers.**Disposition:**

a. Contracts for \$25,000 or less relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 1 year after final payment.

b. Contracts for more than \$25,000 relating to the receipt, packing, crating, shipment, and storage of household goods and effects pursuant to contractual agreement: Destroy 6 years and 3 months after final payment.

FN: 55-355FRTp**Title:** Carrier performance files**Authority:** NN-166-204**Privacy Act:** A0210-7bCFSC**Description:** Information reflecting carrier's qualifications and performance in moving personal property shipments. Included are

Table B-23**File category 55: Transportation and travel—Continued**

letters of intent, brochures, inspection reports, commendations, quality control information, and suspension and revocation of suspension notices.

Disposition: Destroy when superseded, obsolete, or on discontinuance of carrier service.

FN: 55-355FRTq**Title:** Personal property traffic files**Authority:** NC1-AU-79-35**Privacy Act:** Not applicable.**Description:** Information used to assure fair distribution of business among approved carriers. Included are traffic distribution records and related information.**Disposition:** Destroy 2 years after preparation of new record or after removal as approved carrier.

FN: 55-355FRTr**Title:** Personal property bills of lading public files**Authority:** NC1-166-204**Privacy Act:** A0055-355MTMC**Description:** Information showing bills of lading issued for movement of personal property shipments.**Disposition:** Destroy after 1 year.

FN: 55-355FRTs**Title:** Personal property reports**Authority:** NN-166-204**Privacy Act:** A0055-355MTMC**Description:** Reports and related information showing volume of personal property shipped and other data relative to shipment of personal property.**Disposition:** Destroy after 2 years.

FN: 55-355FRTt**Title:** Bills of lading reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information concerning the violation of Army regulations and tariffs in processing bills of lading.**Disposition:** Destroy after 3 years.

FN: 55-355FRTu**Title:** Privately-owned vehicle shipments**Authority:** NN-166-204**Privacy Act:** A0055-355MTMC**Description:** Information relating to the shipment of privately owned vehicles. Included are turn-in slips, copies of shipping information, service orders, affidavits pertaining to encumbrances, acceptance reports, and receipts for funds.**Disposition:** Destroy after 2 years.

FN: 55-355FRTv**Title:** Shipment discrepancy reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to report discrepancies in shipments such as over, short, astray, loss of, or damage to military freight, improper loading, blocking, or bracing; improper handling by carrier or tender, or use of carrier's inadequate equipment or facilities; misdirected shipments, documentation errors, and nonobservance of carrier tariff requirements or military regulations.**Disposition:** Destroy after 2 years, except information relating to unsettled claims or investigations will not be destroyed until settlement.

FN: 55-355FRTw**Title:** Bills of lading statistics**Authority:** GRS 9, Item 4b**Privacy Act:** Not applicable.**Description:** Memorandum copies of bills of lading and related information used by Headquarters and field offices of the MTMC for review in detecting technical and procedural errors and in preparing statistical data and reports.**Disposition:** Destroy after 1 year. Cut off at end of each month.

FN: 55-355FRTx**Title:** Bills of lading audits**Authority:** GRS 9, Item 4b

Table B-23**File category 55: Transportation and travel—Continued****Privacy Act:** Not applicable.**Description:** Information accumulated in field offices of the MTMC incident to the audit of selected bills of lading. Included are reproduced copies of original bills of lading.**Disposition:** Destroy after 1 year. Cut off at end of each month.**FN:** 55-355FRTy**Title:** Freight rate litigations**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Data developed for use in proposed litigation before the Interstate Commerce Commission, other regulatory bodies, or the Federal courts on freight rates, freight classification, and similar matters. Included are records of testimony, summaries of testimony, exhibits, copies of contracts and agreements with carriers, and correspondence reflecting negotiations with carriers.**Disposition:** Destroy 10 years after supersession or obsolescence.**FN:** 55-355FRTz**Title:** Freight rate negotiations**Authority:** NC1-AU-82-3**Privacy Act:** Not applicable.**Description:** Information relating to negotiations with carriers or carriers' associations on transportation rates, freight classifications, and similar matters.**Disposition:** Destroy 7 years after supersession, obsolescence, or when no longer needed for current operations.**FN:** 55-355FRTaa**Title:** Domestic household shipment bills of lading**Authority:** NC1-217-78-5**Privacy Act:** AO055-355MTMC**Description:** Information relating to receipt, packing, crating, shipment, and storage of domestic household goods and effects. Included are bills of lading, travel orders, orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information. Note: These records may, at the user's discretion, be interfiled with 55-355FRTbb, international household shipment bills of lading. If interfiled, these records will be retained for 6 years in accordance with the disposition instructions for 55-355FRTbb.**Disposition:** Destroy after 3 years.**FN:** 55-355FRTbb**Title:** International household shipment bills of lading**Authority:** NN-166-204**Privacy Act:** A0055-71SAFM**Description:** Information relating to the receipt, packing, crating, shipment, and storage of international household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts, and related information.**Disposition:** Destroy 6 years after close of the account.**FN:** 55-355FRTcc**Title:** Cargo analyses**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Summary and statistical data regarding cargo shipped and factor data used for planning purposes in projecting cargo movements and requirements.**Disposition:** Offices having Army-wide staff responsibility: Destroy after 10 years.**FN:** 55-355FRTdd**Title:** Cargo movement data**Authority:** II-NNA-1951**Privacy Act:** Not applicable.**Description:** Reports of programmed cargo movement and actual loadings by type of cargo.**Disposition:** Destroy after 1 year.**FN:** 55-355FRTee**Title:** Discrepancy reports**Authority:** NN-173-207**Privacy Act:** Not applicable.**Description:** Information reflecting discrepancies in shipments such as**Table B-23****File category 55: Transportation and travel—Continued**

improper marking, packing, preservation, stowage, handling, misdirected shipments, documentation errors, and nonobservance of military regulations.

Disposition: Destroy after 2 years except information relating to unsettled claims or investigations will not be destroyed until settlement.**FN:** 55-355HWYa**Title:** Motor carrier facility files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information (maintained by Army installations and activities) used to select proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, and similar information.**Disposition:** Destroy after 1 year.**FN:** 55-355HWYb**Title:** Highway transportation problem areas**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Correspondence regarding specific problem areas pertaining to movement of oversize, overweight, or other special military movements over public highways.**Disposition:** Destroy after 10 years.**FN:** 55-355HWYc**Title:** Authorized representative designations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Correspondence regarding designation of individuals authorized to request and issue permits for movement of oversized, overweight, or other specialized shipments over public highways.**Disposition:**

a. Office having Army-wide staff responsibility: Destroy 2 years after publication of individual's name in directory.

b. Office of authorized representative: Destroy on revocation or supersession of designation.

FN: 55-355HWYd**Title:** Highway movement permits**Authority:** NN-163-15**Privacy Act:** Not applicable**Description:** Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.**Disposition:** Destroy 3 years after completion of move.**FN:** 55-355NONa**Title:** Damaged or improper shipment statistical studies**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.**Disposition:** Destroy after 5 years.**FN:** 55-355NONb**Title:** Parcel post shipment files**Authority:** NN-171-28**Privacy Act:** Not applicable.**Description:** Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.**Disposition:** Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.**FN:** 55-355NONc**Title:** Port car reports**Authority:** NN-166-204

Table B-23**File category 55: Transportation and travel—Continued****Privacy Act:** Not applicable.**Description:** Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.**Disposition:** Destroy after 1 year.**FN:** 55-355NONd**Title:** Cargo transporter reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the preparation of required reports in connection with cargo transporters.**Disposition:**

- a. Joint Container Control Agency and Activities: Destroy after 2 years.
- b. Other offices: Destroy after 3 months.

FN: 55-355NONE**Title:** Port of entry customs files**Authority:** NN-164-74**Privacy Act:** AO055-355aDALO**Description:** Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.**Disposition:** Destroy after 5 years.**FN:** 55-355NONf**Title:** Foreign aid program reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Weekly reports submitted by Army terminals showing materiel on hand, enroute to ports, and shipped from ports under foreign aid programs.**Disposition:**

- a. Offices preparing reports: Destroy after 6 months.
- b. Offices receiving report:
 - (1) Summary on consolidated reports: Destroy after 5 years.
 - (2) Feeder reports: Destroy after 1 year.

FN: 55-355NONg**Title:** Shippers' export declarations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.**Disposition:** Destroy after 1 year.**FN:** 55-355NONh**Title:** Transportation officer appointments**Authority:** NN-166-204**Privacy Act:** AO001bTAPC and OPM/GOVT1**Description:** Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.**Disposition:** Destroy 2 years after termination of appointment.**FN:** 55-355NONi**Title:** Cargo and passenger invoice recapitulations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.**Disposition:** Destroy after 3 years.**FN:** 55-355PERa**Title:** Passenger agreements**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.**Disposition:**

- a. HQ, MTMC: Destroy 10 years after cancellation or supersession.

Table B-23**File category 55: Transportation and travel—Continued**

b. Other offices: Destroy 1 year after cancellation or supersession.

FN: 55-355PERb**Title:** Personnel transportation plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.**Disposition:**

- a. Disapproved plans and related information: Destroy 2 years after disapproval.
- b. Approved plans and related information: Destroy 1 year after supersession.

FN: 55-355PERc**Title:** Troop movements**Authority:** II-NNA-19**Privacy Act:** Not applicable.**Description:** Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.**Disposition:** Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.**FN:** 55-355PERd**Title:** Passenger recapitulations and statistics**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.**Disposition:** Destroy after 2 years.**FN:** 55-355PERe**Title:** Loading manifests**Authority:** II-NNA-934**Privacy Act:** Not applicable.**Description:** Loading manifests of personnel involved in parachute jumps and glider flights.**Disposition:** Destroy after 2 years.**FN:** 55-355PERf**Title:** Passenger manifests**Authority:** II-NNA-934**Privacy Act:** AO055-355DALO**Description:** Information listing passengers (including remains of deceased personnel) and their destinations.**Disposition:** Destroy after 1 year.**FN:** 55-355PERg**Title:** Passenger accounts**Authority:** II-NNA-1469**Privacy Act:** A0055-355aDALO**Description:** Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.**Disposition:** Destroy after 3 years.**FN:** 55-355PERh**Title:** Passenger warrants**Authority:** II-NNA-1482**Privacy Act:** AO055-355DALO**Description:** Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.**Disposition:** Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.**FN:** 55-355PERi**Title:** Customs declarations

Table B-23**File category 55: Transportation and travel—Continued****Authority:** NN-164-74**Privacy Act:** AO055-355DALO**Description:** Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.**Disposition:** Destroy after 6 months.**FN:** 55-355PERj**Title:** Baggage inspections and clearances**Authority:** NN-166-204**Privacy Act:** AO055-355DALO**Description:** Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.**Disposition:** Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.**FN:** 55-355PERk**Title:** Government transportation requests**Authority:** II-NNA-1002**Privacy Act:** AO055-355DALO**Description:** Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.**Disposition:** Destroy after 3 years.**FN:** 55-355PERm**Title:** Transportation request registers**Authority:** II-NNA-1002**Privacy Act:** AO055-355DALO**Description:** Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.**Disposition:** Destroy after 3 years.**FN:** 55-355PERn**Title:** Transportation request reports**Authority:** II-NNA-985**Privacy Act:** Not applicable.**Description:** Reports made to higher headquarters that show transportation requests issued.**Disposition:** Destroy after 2 years.**FN:** 55-355PERp**Title:** Meal tickets**Authority:** NC1-AU-77-165**Privacy Act:** Not applicable.**Description:** Copies of used and canceled meal tickets with information relating to their issue.**Disposition:** Destroy after 3 years.**FN:** 55-355PERq**Title:** Local transportation authorizations**Authority:** II-NNA-1469**Privacy Act:** A0055-355aDALO**Description:** Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.**Disposition:** Destroy after 3 years.**FN:** 55-355PERr**Title:** Bus passes**Authority:** NN-166-204**Table B-23****File category 55: Transportation and travel—Continued****Privacy Act:** Not applicable.**Description:** Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.**Disposition:** Destroy on turn-in or replacement of pass.**FN:** 55-355PERs**Title:** Bus trip reports**Authority:** II-NNA-1469**Privacy Act:** Not applicable.**Description:** Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.**Disposition:** Destroy after 6 months.**FN:** 55-355PERT**Title:** Theater priority lists**Authority:** II-NN-3581**Privacy Act:** AO055-355DALO**Description:** Information relating to the scheduling of dependents for movement to and from an overseas command. Included are theater priority lists and changes.**Disposition:** Destroy on completion of processing of all dependents included on the priority lists.**FN:** 55-355PERu**Title:** Processing of Overseas Replacement (POR) files (Rescinded; use FN55-46a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 55-355PERv**Title:** Passenger Standing Routing Orders**Authority:** N1-AU-90-14**Privacy Act:** Not applicable.**Description:** Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.**Disposition:** Destroy 1 year after orders are changed. <"-- continued ttttable b-23 -->**FN:** 55-355RALa**Title:** Railway engineering and operational data**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

FN: 55-355RALb**Title:** Switching accounts**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.**Disposition:** Destroy after 6 years.**FN:** 55-355RALc**Title:** Carloading rules and regulations**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.**Disposition:** Destroy 1 year after related equipment becomes obsolete.**FN:** 55-355RALd**Title:** Car control processing files

Table B-23**File category 55: Transportation and travel—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.**Description:** Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.**Disposition:** Destroy after 6 months.**FN:** 55-355RALe**Title:** Car record books**Authority:** GRS 9, Item 1b**Privacy Act:** Not applicable.**Description:** Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.**Disposition:** Destroy after 3 years.**FN:** 55-355RALf**Title:** Car seal record books**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.**Disposition:** Destroy 1 year after date of last entry.**FN:** 55-355RALg**Title:** Railway equipment reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.**Disposition:** Destroy 6 months after equipment is transferred from the command, declared surplus, or salvaged.**FN:** 55-355RALh**Title:** Car arrival reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.**Disposition:** Destroy 3 months after diversion or reshipment.**FN:** 55-355RALi**Title:** Railway transportation system capabilities studies**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information that accumulates in the planning and execution of railway transportation system capabilities surveys and studies that cannot logically be filed elsewhere.**Disposition:**

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

FN: 55-355SEAA**Title:** General average claims**Authority:** II-NNA-1945**Privacy Act:** Not applicable.**Description:** Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.**Disposition:** Office having Army-wide staff responsibility: Destroy after 10 years.**FN:** 55-355SEAB**Title:** Government vessel pier files**Authority:** NC1-AU-77-85**Privacy Act:** Not applicable.**Description:** Reports on Government-operated vessels. Reports

Table B-23**File category 55: Transportation and travel—Continued**

Description: Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 3 years.**FN:** 55-355SEAc**Title:** Commercial vessel pier files**Authority:** NC1-AU-78-43**Privacy Act:** Not applicable.**Description:** Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.**Disposition:** Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.**FN:** 55-355SEAd**Title:** Port overseas requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.**Disposition:** Destroy 2 years after completion of all supply action.**FN:** 55-355SEAE**Title:** Port extract requisitions**Authority:** II-NNA-1194**Privacy Act:** Not applicable.**Description:** Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.**Disposition:** Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.**FN:** 55-355SEAF**Title:** Secondary port overseas extract requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.**Disposition:** Destroy 6 months after completion of related shipment.**FN:** 55-355SEAG**Title:** Port due-in information**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.**Disposition:** Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.**FN:** 55-355SEAH**Title:** Port controls**Authority:** NC1-AU-77-52**Privacy Act:** Not applicable.**Description:** Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.

Table B-23**File category 55: Transportation and travel—Continued**

Disposition: Destroy after 10 years.**FN:** 55-355SEAi**Title:** Port studies**Authority:** NC1-AU-79-45**Privacy Act:** Not applicable.**Description:** Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.**Disposition:**

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
- b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.

FN: 55-355TTTa**Title:** Tariffs and tenders**Authority:** NC1-AU-83-16**Privacy Act:** Not applicable.**Description:** Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.**Disposition:**

- a. HQ MTMC: Destroy 10 years after cancellation or termination.
- b. Other offices: Destroy on cancellation or termination.

FN: 55-355TTTb**Title:** Transit privilege negotiations**Authority:** II-NNA-221**Privacy Act:** Not applicable.**Description:** Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.**Disposition:** Destroy 6 years after withdrawal or cancellation of transit privileges.**FN:** 55-355TTTc**Title:** Transit privilege applications**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.**Disposition:** Destroy 2 years after close or completion of case.**FN:** 55-355TTTd**Title:** Transit utilization reports**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.**Disposition:** Destroy after 2 years.**FN:** 55-355TTTe**Title:** Transit inventory audit and tonnage reports**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.**Disposition:** Destroy after 3 years.**FN:** 55-355TTTf**Title:** Personal property rate tariffs/tenders**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.**Disposition:** Destroy 10 years after cancellation or termination.**FN:** 55-357a (Not Used.)**Title:** Not applicable.

Table B-23**File category 55: Transportation and travel—Continued**

Authority: Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 55-357b**Title:** Terminal facilities files**Authority:** II-NNA-19**Privacy Act:** Not applicable.**Description:** Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.**Disposition:**

- a. Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.
- b. Office of authorized representative: Destroy on revocation or supersession of designation.

FN: 55-355HWYd**Title:** Highway movement permits**Authority:** NN-163-15**Privacy Act:** Not applicable**Description:** Information relating to permits obtained from pertinent State and local authorities for vehicular movements exceeding legal weight or dimension limitations, or for other special military movements. Included are permits, information with such data as type of equipment, gross weight, axle or track loads, height, width, and length, origin and destination of movement, proposed date and time of movement, and nature of cargo.**Disposition:** Destroy 3 years after completion of move.**FN:** 55-355NONa**Title:** Damaged or improper shipment statistical studies**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to studies showing types of deficiencies in packaging, marking, and loading which is used to disseminate data on patterns and trends to other agencies.**Disposition:** Destroy after 5 years.**FN:** 55-355NONb**Title:** Parcel post shipment files**Authority:** NN-171-28**Privacy Act:** Not applicable.**Description:** Information identifying items shipped via parcel post. Included are item release-receipt information and other information containing similar data.**Disposition:** Destroy after 1 year, except those files documenting shipments of Foreign Military Sales including Supply Support Arrangements or Military Assistance Grant Aid materiel will be retired after 2 years and destroyed 10 years after retirement.**FN:** 55-355NONc**Title:** Port car reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated by terminals and ports that shows the receipt, placement, loading, and unloading of shipments coming into the port, including arrivals, cars on hand, switching, situation checkers, and freight cars.**Disposition:** Destroy after 1 year.**FN:** 55-355NONd**Title:** Cargo transporter reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the preparation of required reports in connection with cargo transporters.**Disposition:**

- a. Joint Container Control Agency and Activities: Destroy after 2 years.
- b. Other offices: Destroy after 3 months.

FN: 55-355NONE**Title:** Port of entry customs files**Authority:** NN-164-74

Table B-23**File category 55: Transportation and travel—Continued****Privacy Act:** AO055-355aDALO**Description:** Information accumulated at ports of entry that relates to the entry and admission free-of-duty of material procured abroad or returned from abroad by the Army. Included are Consumption Entry Permit, Summary of Entered Value, Customs Entry, and similar customs forms.**Disposition:** Destroy after 5 years.**FN:** 55-355NONf**Title:** Foreign aid program reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Weekly reports submitted by Army terminals showing material on hand, enroute to ports, and shipped from ports under foreign aid programs.**Disposition:**

a. Offices preparing reports: Destroy after 6 months.

b. Offices receiving report:

(1) Summary on consolidated reports: Destroy after 5 years.

(2) Feeder reports: Destroy after 1 year.

FN: 55-355NONg**Title:** Shippers' export declarations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Shippers' export declarations that are required on Mutual Assistance Program cargo shipped by the DA on commercial vessels, letters of advance notification to the local collector of cargo bookings, and correspondence pertaining to these matters.**Disposition:** Destroy after 1 year.**FN:** 55-355NONh**Title:** Transportation officer appointments**Authority:** NN-166-204**Privacy Act:** AO001bTAPC and OPM/GOVT1**Description:** Information appointing individuals to act as transportation officers, assistant transportation officers, or transportation agents.**Disposition:** Destroy 2 years after termination of appointment.**FN:** 55-355NONi**Title:** Cargo and passenger invoice recapitulations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created and maintained by Army terminals. Included are cargo invoice recapitulations, passenger invoice recapitulations, and related information.**Disposition:** Destroy after 3 years.**FN:** 55-355PERa**Title:** Passenger agreements**Authority:** NC1-AU-79-22**Privacy Act:** Not applicable.**Description:** Copies of agreements negotiated between the DOD and commercial air, bus, and rail carriers.**Disposition:**

a. HQ, MTMC: Destroy 10 years after cancellation or supersession.

b. Other offices: Destroy 1 year after cancellation or supersession.

FN: 55-355PERb**Title:** Personnel transportation plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to class A and V transportation plans prepared by installation and activity commanders. Included are plans, requests for approval, investigations, findings, approvals, and disapprovals.**Disposition:**

a. Disapproved plans and related information: Destroy 2 years after disapproval.

b. Approved plans and related information: Destroy 1 year after supersession.

FN: 55-355PERc**Title:** Troop movements**Authority:** II-NNA-19**Privacy Act:** Not applicable.**Table B-23****File category 55: Transportation and travel—Continued****Description:** Information relating to group movements of personnel or equipment by rail, bus, and air common carriers. Included are information pertaining to routing, departure and arrival times, organizations involved, equipment requirements, vehicle numbers and similar information.**Disposition:** Destroy after 10 years, except that information relating to an unsettled claim will be retained until settlement of claim.**FN:** 55-355PERd**Title:** Passenger recapitulations and statistics**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Recapitulations on passengers to overseas destinations and passengers arriving in the U.S., and statistical data concerning space requirements and costs of transportation of personnel moving overseas.**Disposition:** Destroy after 2 years.**FN:** 55-355PERe**Title:** Loading manifests**Authority:** II-NNA-934**Privacy Act:** Not applicable.**Description:** Loading manifests of personnel involved in parachute jumps and glider flights.**Disposition:** Destroy after 2 years.**FN:** 55-355PERf**Title:** Passenger manifests**Authority:** II-NNA-934**Privacy Act:** AO055-355DALO**Description:** Information listing passengers (including remains of deceased personnel) and their destinations.**Disposition:** Destroy after 1 year.**FN:** 55-355PERg**Title:** Passenger accounts**Authority:** II-NNA-1469**Privacy Act:** AO055-355aDALO**Description:** Information relating to accounts of carriers pertaining to claims, adjustments, and other matters that accumulate in the handling, adjusting, and settling of passenger bills, carriers' claims, and carriers' accounts.**Disposition:** Destroy after 3 years.**FN:** 55-355PERh**Title:** Passenger warrants**Authority:** II-NNA-1482**Privacy Act:** AO055-355DALO**Description:** Copies of used and canceled passenger warrants, transportation certificates, travel orders, and similar information serving the same purposes issued for travel of personnel in overseas areas.**Disposition:** Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.**FN:** 55-355PERi**Title:** Customs declarations**Authority:** NN-164-74**Privacy Act:** AO055-355DALO**Description:** Copies of certificates or other forms prepared to enable military personnel or Army civilian personnel to pass customs inspections and to prevent import into the United States of unauthorized items.**Disposition:** Destroy after 6 months.**FN:** 55-355PERj**Title:** Baggage inspections and clearances**Authority:** NN-166-204**Privacy Act:** AO055-355DALO**Description:** Information relating to inspections, processing, and customs clearance of baggage (accompanied and unaccompanied) shipped by military personnel, merchant seamen, civilian dependents, and civilians who have served or are serving with the U.S. Army. Included are certificates of retention for captured materiel trophies, certificates of ownership or right to possess other items of materiel, certificates of retention and customs declaration, receipts for articles

Table B-23**File category 55: Transportation and travel—Continued**

withdrawn by inspection officer, certificates of inspection officer for accompanied baggage from noncontiguous territories of the United States, blanket declarations and summary sheets prepared by transport commanders, and statements of authority to retain captured materiel trophies.

Disposition: Destroy after 2 years, except before destruction all information that relates to the confiscation and disposal of war trophies by the U.S. Customs Service or military authorities will be withdrawn and disposed of in accordance with instructions contained in FN 608-4b.

FN: 55-355PERk

Title: Government transportation requests

Authority: II-NNA-1002

Privacy Act: AO055-355DALO

Description: Copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations, and travel orders.

Disposition: Destroy after 3 years.

FN: 55-355PERm

Title: Transportation request registers

Authority: II-NNA-1002

Privacy Act: AO055-355DALO

Description: Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, and accommodations furnished.

Disposition: Destroy after 3 years.

FN: 55-355PERn

Title: Transportation request reports

Authority: II-NNA-985

Privacy Act: Not applicable.

Description: Reports made to higher headquarters that show transportation requests issued.

Disposition: Destroy after 2 years.

FN: 55-355PERp

Title: Meal tickets

Authority: NC1-AU-77-165

Privacy Act: Not applicable.

Description: Copies of used and canceled meal tickets with information relating to their issue.

Disposition: Destroy after 3 years.

FN: 55-355PERq

Title: Local transportation authorizations

Authority: II-NNA-1469

Privacy Act: A0055-355aDALO

Description: Information pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.

Disposition: Destroy after 3 years.

FN: 55-355PERr

Title: Bus passes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.

Disposition: Destroy on turn-in or replacement of pass.

FN: 55-355PERs

Title: Bus trip reports

Authority: II-NNA-1469

Privacy Act: Not applicable.

Description: Reports made by bus drivers of the number of bus tickets collected, amount of cash fares, and number of passengers.

Disposition: Destroy after 6 months.

FN: 55-355PERT

Title: Theater priority lists

Authority: II-NN-3581

Privacy Act: AO055-355DALO

Description: Information relating to the scheduling of dependents for

Table B-23**File category 55: Transportation and travel—Continued**

movement to and from an overseas command. Included are theater priority lists and changes.

Disposition: Destroy on completion of processing of all dependents included on the priority lists.

FN: 55-355PERu

Title: Processing of Overseas Replacement (POR) files (Rescinded; use FN 55-46a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 55-355PERv

Title: Passenger Standing Routing Orders

Authority: N1-AU-90-14

Privacy Act: Not applicable.

Description: Information relating to passengers' Standing Routing Orders (SROs) issued by an area command for repetitive movements of passengers within CONUS, and similar information.

Disposition: Destroy 1 year after orders are changed.

FN: 55-355RALa

Title: Railway engineering and operational data

Authority: NC1-AU-79-45

Privacy Act: Not applicable.

Description: Basic engineering and operating data on railroads of the United States and foreign countries. Included are data on tracks, charts, gauges, clearance diagrams, bridge capacities, equipment lists, traffic information, and information on line haul and tonnage capacities for the countries indicated.

Disposition:

a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.

b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.

FN: 55-355RALb

Title: Switching accounts

Authority: II-NNA-1945

Privacy Act: Not applicable.

Description: Information relating to carriers' claims and adjustments used in handling and settling passenger switching accounts and copies of orders.

Disposition: Destroy after 6 years.

FN: 55-355RALc

Title: Carloading rules and regulations

Authority: II-NNA-1945

Privacy Act: Not applicable.

Description: Information used in conducting loading and impact tests in formulating carloading rules and regulations for DOD materiel. Included are blueprints, photos, and loading and securement specifications.

Disposition: Destroy 1 year after related equipment becomes obsolete.

FN: 55-355RALd

Title: Car control processing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used for expediting receipt and shipment of supplies; reflecting cars enroute, received, placed, loaded, unloaded, and dispatched; car situation reports; and related correspondence. Excluded are the car record books described below.

Disposition: Destroy after 6 months.

FN: 55-355RALe

Title: Car record books

Authority: GRS 9, Item 1b

Privacy Act: Not applicable.

Description: Books and registers showing each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.

Disposition: Destroy after 3 years.

FN: 55-355RALf

Title: Car seal record books

Authority: NN-166-204

Table B-23**File category 55: Transportation and travel—Continued**

Privacy Act: Not applicable.

Description: Books containing accountable office record of the receipt and disposition of car seals which are maintained to facilitate monthly inspection as to whether seals were properly used.

Disposition: Destroy 1 year after date of last entry.

FN: 55-355RALg

Title: Railway equipment reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Army headquarters copies of railway equipment reports designed to provide the Departments of the Army and the Air Force with a central inventory of railway equipment; information for computing and supporting requirements for procurement, maintenance, and operation; a basis for distributing or redistributing equipment; and a criterion for the replacement of equipment.

Disposition: Destroy 6 months after equipment is transferred from the command, declared surplus, or salvaged.

FN: 55-355RALh

Title: Car arrival reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information, such as car arrival reports, used to initiate diversions of shipments or immediate reshipment.

Disposition: Destroy 3 months after diversion or reshipment.

FN: 55-355RALi

Title: Railway transportation system capabilities studies

Authority: NC1-AU-79-45

Privacy Act: Not applicable.

Description: Information that accumulates in the planning and execution of railway transportation system capabilities surveys and studies that cannot logically be filed elsewhere.

Disposition:

- a. Office with Army-wide responsibility: Destroy when superseded, obsolete, or no longer required for reference.
 - b. Other offices: Destroy after 3 years or when superseded, obsolete, or no longer needed for reference, whichever is later.
-

FN: 55-355SEAA

Title: General average claims

Authority: II-NNA-1945

Privacy Act: Not applicable.

Description: Information relating to general average claims against cargo transport by the Military Sea Transport Service, accumulated in connection with determination of the amount of cargo involved, cost, amount of damage, and expense incurred in preservation.

Disposition: Office having Army-wide staff responsibility: Destroy after 10 years.

FN: 55-355SEAb

Title: Government vessel pier files

Authority: NC1-AU-77-85

Privacy Act: Not applicable.

Description: Reports on Government-operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.

Disposition: Destroy after 3 years.

FN: 55-355SEAc

Title: Commercial vessel pier files

Authority: NC1-AU-78-43

Privacy Act: Not applicable.

Description: Reports on commercially operated vessels. Reports included concern the loading and unloading of cargo, hatch tallies, derricks, lighters, lifts, and similar information.

Disposition: Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed before settlement of the claim or completion of the investigation or litigation.

FN: 55-355SEAd

Title: Port overseas requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-23**File category 55: Transportation and travel—Continued**

Description: Information relating to the receipt of, or request for supplies for overseas commands, and to the follow-up and cancellation of such requests. Included are requisitions or project requests, attached bills of material, cable requests, and related information.

Disposition: Destroy 2 years after completion of all supply action.

FN: 55-355SEAE

Title: Port extract requisitions

Authority: II-NNA-1194

Privacy Act: Not applicable.

Description: Information which relates to the requisition, notification of availability, release, and shipment of supplies. Included are extract requisitions or shipping orders, reports of availability, purchase orders, vendor's shipping information, shipping information, reports of supplies released and routed, supply reports or ration requests, notices of disapproval, comparable information relating to the processing of requisitions on depots, procurement offices, and stock control points, and correspondence, reports, and other information relating to the follow-up of availability and shipments.

Disposition: Destroy after 3 years, except that if filed with overseas requisitions, extract requisitions will be destroyed on expiration of the retention period for overseas requisitions.

FN: 55-355SEAF

Title: Secondary port overseas extract requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Extract copies of requisitions and contracts, notices of cancellations, delayed item reports, and shipping information used as a basis for forecasting shipments and indicating the progress of shipments as they pertain to secondary ports.

Disposition: Destroy 6 months after completion of related shipment.

FN: 55-355SEAG

Title: Port due-in information

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information constituting a record of shipments made to ports, which are utilized as a notice of due-in shipments, and for space, cargo, and other planning purposes, but excluding information which is part of bill of lading files.

Disposition: Destroy 6 months after receipt of shipment, or when it has served its intended purpose, whichever is first.

FN: 55-355SEAH

Title: Port controls

Authority: NC1-AU-77-52

Privacy Act: Not applicable.

Description: Information accumulated primarily for supervision and control of work in progress which reflects standards of performance and past performance in relation to such standards. This information includes ports of supply establishments with respect to performance in filling requisitions, reports of performance with respect to supplies loaded aboard ship, reports of performance by stock control points or depots with respect to furnishing reports of availability, and reports indicating performance with respect to shipments to, and receipts by, the port.

Disposition: Destroy after 10 years.

FN: 55-355SEAI

Title: Port studies

Authority: NC1-AU-79-45

Privacy Act: Not applicable.

Description: Information which accumulates in the planning and execution of engineering surveys and studies of port facilities.

Disposition:

- a. Office having Army-wide responsibility: Destroy when no longer needed for reference.
 - b. Other offices: Destroy after 3 years or when no longer needed for reference, whichever is later.
-

FN: 55-355TTTa

Title: Tariffs and tenders

Authority: NC1-AU-83-16

Privacy Act: Not applicable.

Description: Information relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of

Table B-23**File category 55: Transportation and travel—Continued**

DOD materiel. Included are proposals, study data, tariff and tender information, and similar information.

Disposition:

- a. HQ MTMC: Destroy 10 years after cancellation or termination.
 - b. Other offices: Destroy on cancellation or termination.
-

FN: 55-355TTTb

Title: Transit privilege negotiations

Authority: II-NNA-221

Privacy Act: Not applicable.

Description: Information reflecting the need for establishing transit privileges at specific locations and negotiations with carriers to establish such privileges.

Disposition: Destroy 6 years after withdrawal or cancellation of transit privileges.

FN: 55-355TTTc

Title: Transit privilege applications

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Applications and related information concerning the use of established transit privileges. These applications are normally prepared by transportation officers and submitted to the proper carriers' agents.

Disposition: Destroy 2 years after close or completion of case.

FN: 55-355TTTd

Title: Transit utilization reports

Authority: II-NNA-1091

Privacy Act: Not applicable.

Description: Information used in calculating savings and providing technical supervision relating to use of transit privileges. Included are reports from transit operators showing inbound and outbound tonnage data by truckload and carload recorded for transit, tonnage consumed, and estimated savings.

Disposition: Destroy after 2 years.

FN: 55-355TTTe

Title: Transit inventory audit and tonnage reports

Authority: NC1-AU-79-22

Privacy Act: Not applicable.

Description: Information used in the control of routing to achieve maximum transit use. Included are semiannual reports and monthly amendments showing comparison of tonnage credits with actual inventory of tonnage on hand.

Disposition: Destroy after 3 years.

FN: 55-355TTTf

Title: Personal property rate tariffs/tenders

Authority: NC1-AU-79-22

Privacy Act: Not applicable.

Description: Rate tariff or tenders submitted by carriers to installations and activity transportation officers that apply to the installation or activity to which submitted.

Disposition: Destroy 10 years after cancellation or termination.

FN: 55-357a (Not Used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 55-357b

Title: Terminal facilities files

Authority: II-NNA-19

Privacy Act: Not applicable.

Description: Information maintained to aid in making routing determinations. It reflects facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, and photographs showing loading and unloading process.

Disposition: Office having Army-wide staff responsibility: Destroy when superseded, obsolete, or no longer needed for reference.

B-20. File category 56: Surface transportation

a. *Prescribing directive.* AR 56-9, Watercraft.

b. *Description.* These files relate to administration, registration, operation, and management of motor vehicles and motor pools, hiring of motor vehicles, inventory control and reporting, maintenance cost reporting, safety inspection of privately owned vehicles, transportation of dependent school children, utilization of highways and operation and control of Army railroads and rail equipment. Also includes organization, functions, operations, and services of Army water terminals and other port activities. See table B-24.

Table B-24**File category 56: Surface transportation**

FN: 56

Title: General surface transportation correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to surface transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to surface transportation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 56-9a

Title: Vessel records

Authority: II-NNA-1091

Privacy Act: Not applicable.

Description: Forms in the DA Form 55 series needed to furnish a complete description of a boat (self-propelled vehicles under 1000 gross tons, and all nonself-propelled vessels), photographs of harbor boats, U.S. Coast Guard certificates, correspondence, and other information of a historical nature that might be of value to the command to which a vessel is assigned for operation.

Disposition: Destroy 2 years after final disposition of the vessel.

FN: 56-9b

Title: Vessel logbooks

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Deck and engine logbooks of harbor craft containing accounts of activities aboard the vessel.

Disposition: Destroy after 6 years.

FN: 56-9c

Title: Sailing orders

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Orders directing a vessel's mission, time of departure, destination, and other instructions related to the operation of the vessel.

Disposition: Destroy after 2 years.

FN: 56-9d

Title: Marine Qualification Board files

Authority: NC1-AU-84-40

Privacy Act: A0056-9TRADOC

Description: Information accumulated by the Marine Qualification Board to record the marine service of individual military and civilian employees of the Army. Included are DA Forms 3068-1 (Marine Service Record), requests for examinations, character and suitability

Table B-24**File category 56: Surface transportation—Continued**

statements, recommendations of commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing, information indicating entitlements to sea pay, and similar information. Also included are registers used to record issuance of DA Form 3068 (Marine Service Book). Not included is the DA Form 3068 itself, which is a personal record retained by the individual.

Disposition:

- a. DA Form 3068-1 and associated records: Destroy after 40 years. Do not retire.
- b. Registers: Destroy 40 years after last entry in the register. Do not retire.

FN: 56-9e**Title:** Vessel assignments**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the assignment, service testing, and operation of inland waterway and harbor craft under Army commands.**Disposition:** Office having Army-wide responsibility: Destroy after 5 years.**FN:** 56-9f**Title:** Ship operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports reflecting the use and operating costs of vessels. This does not include records that reflect the history of the vessel. At DA staff level, these files are used for budgeting, funding, increasing the fleet, disposing of vessels, and similar actions.**Disposition:** Destroy after 5 years.**FN:** 56-9g**Title:** Ship blueprints and tracings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Blueprints and tracings of repair and alterations to vessels and their equipment.**Disposition:** Destroy 6 years after last entry in the book.**FN:** 56-9h**Title:** Ship care and preservation files**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Information relating to the state of preservation of vessels in storage, including information such as evidence of corrosion and other deterioration or condensation within equipment; defective painted surfaces; adequacy of protected films, wrappings, dyeing agents, and dehumidification; and precautions to be observed before placing vessel into service.**Disposition:** Destroy on final disposition of vessel.**FN:** 56-9i**Title:** Vessel surveys**Authority:** II-NNA-1091**Privacy Act:** Not applicable.**Description:** Certificates from the American Bureau of Shipping declaring vessels to be seaworthy.**Disposition:** Destroy 5 years after issuance of new certificate.**FN:** 56-9j**Title:** Vessel clearances**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Letters clearing vessels to enter foreign countries.**Disposition:** Destroy after 1 year.**FN:** 56-9k**Title:** Hull registration files**Authority:** NC1-AU-80-52**Privacy Act:** Not applicable.**Description:** Army inventories of the Marine fleet, consisting of information reflecting acquisition data for individual Army vessels, including builder, year constructed, contract, cost, current or former hull**Table B-24****File category 56: Surface transportation—Continued**

numbers, and design. Record may also include unit assignments during active use and method and means of disposition.

Disposition: Destroy after 50 years in CFA. Do not retire.**FN:** 56-9m**Title:** Crew lists**Authority:** NN-166-204**Privacy Act:** AO0001bTAPC/OPM GOVT 1**Description:** Listings prepared at Army terminals that identify the individuals who make up the crew of a vessel.**Disposition:** Destroy 1 year after reassignment of crewmembers, or final disposition of the vessel, whichever is applicable.**B-21. File category 58: Motor transportation**

a. *Prescribing directive.* AR 58-1, Management, Acquisition, and Use of Administrative Use Motor Vehicles.

b. *Description.* These records concern specific modes of transportation and travel. See table B-25.

Table B-25**File category 58: Motor transportation****FN:** 58**Title:** General motor transportation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to motor transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to motor transportation that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 58-1a**Title:** Dispatcher organizational control records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the dispatch of equipment. Normal information includes names of users, time out, destination, equipment identification, and estimated time of return.**Disposition:** Destroy after 1 month.**FN:** 58-1b**Title:** Equipment daily utilization files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information completed by dispatcher and operator to provide information on the daily use of equipment and reports reflecting driver description of Army motor vehicle accidents.**Disposition:** Destroy after required transfer of information to other records, unless required for accident investigation or State gasoline tax purposes.**FN:** 58-1c**Title:** Administrative motor vehicle authorizations**Authority:** NN-166-204

Table B-25**File category 58: Motor transportation—Continued**

Privacy Act: Not applicable.

Description: Requests for allowances of vehicles indicating requirements, justifications, approvals, and disapprovals.

Disposition: Destroy after 2 years.

FN: 58-1d

Title: Administrative motor vehicle requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Requisitions for vehicles and related information created in the supply and redistribution of vehicles.

Disposition: Destroy after 2 years.

FN: 58-1e

Title: Administrative transport management surveys and inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information showing results of management surveys and inspections of administrative vehicle operations. Included are survey and inspection reports.

Disposition:

a. MACOMs: Destroy after 5 years.

b. Other offices: Destroy 1 year after next comparable survey or inspection.

FN: 58-1f

Title: Transportation services authorizations

Authority: NN-166-204

Privacy Act: AO055-355aDALO

Description: Information relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, transportation of dependent school children, and the daily recurring dispatch of administrative vehicles. Included are requests, approvals, disapprovals, cancellations, and reviews.

Disposition:

a. Office having Army-wide responsibility: Destroy 5 years after cancellation or supersession.

b. Other offices: Destroy 1 year after cancellation of service, or when superseded by a new authorization (except that routine requests will be destroyed after 1 month).

FN: 58-1g

Title: Administrative motor vehicles subordinate controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards, charts, graphs, and comparable information used to control location and other data relative to administrative vehicles.

Disposition: Destroy when superseded or obsolete.

FN: 58-1h

Title: Vehicle identification plates

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in connection with requesting, transferring, issuing, and disposing of U.S. or local identification plates or license plates.

Disposition:

a. Office responsible for issuing plates: Destroy 5 years after disposal of plates.

b. Other offices: Destroy after 1 year.

FN: 58-1i

Title: Administrative motor service cost and performance reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports showing cost and performance data on the operation of administrative vehicles.

Disposition: Destroy 3 years after discontinuance of ledger or date of work sheet.

FN: 58-1j

Title: Motor vehicle stock status

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated in connection with the system for

Table B-25**File category 58: Motor transportation—Continued**

the location, by station and status, of motor vehicles. Included are motor vehicle records and corresponding punch cards.

Disposition: Destroy 6 months after transfer or shipment of vehicle.

FN: 58-1k

Title: Automotive vehicle transfer releases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated at Army headquarters directing shipment of automotive vehicles within the Army area.

Disposition: Destroy after 2 years.

FN: 58-1m

Title: Motor vehicle locator records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related information.

Disposition: Destroy on supersession or obsolescence.

FN: 58-1n

Title: Vehicle inventory and density reports

Authority: II-NNA-1006

Privacy Act: Not applicable.

Description: Vehicle density reports, inventory reports of motor vehicles, and comparable statistical reports and related data.

Disposition: Destroy on completion of next report or after 1 year, whichever comes first.

FN: 58-1p

Title: Quarterly administrative vehicle allocation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports concerning the supply of motor vehicles for administrative purposes. Included are copies of quarterly administrative vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.

Disposition: Destroy after 3 years.

FN: 58-1q

Title: Vehicle titles

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the registration of vehicles. Included are titles, manufacturers' and dealers' statements of origin, and related information. They will accompany the vehicle upon transfer.

Disposition: Destroy on sale, salvage, or other final disposition of related vehicle.

FN: 58-1r

Title: Equipment operation permits

Authority: NN-166-204

Privacy Act: AO600-55DAMO

Description: Information used to authorize individuals to operate Government equipment.

Disposition: Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.

FN: 58-1s

Title: Equipment operator permit registers

Authority: NN-166-204

Privacy Act: AO600-55DAMO

Description: Registers or comparable information used to account for equipment operator permits used.

Disposition: Destroy 3 years after the last entry on the page or in the bound register.

B-22. File category 59: Air transportation

a. Prescribing directive.

(1) AR 59-3, Air Transportation Movement of Cargo By Scheduled Military and Commercial Air Transportation — CONUS Outbound.

(2) AR 59–8, Department of Defense (DOD) Common User Airlift.

(3) AR 59–10, DOD Use of Commercial Air Transportation Under the War Air Service Program (WASP).

(4) AR 59–21, MAC Transportation Authorization (MTA).

(5) AR 59–105, Air Terminals and Aerial Ports.

b. Description. These records concern air movement of persons, baggage, and cargo by Military Airlift Command or commercial airlift, air traffic facilities and activities, arrangements for air transportation, aerial terminals and ports. See table B–26.

Table B–26

File category 59: Air transportation

FN: 59

Title: General air transportation correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: No applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations; and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to air transportation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to air transportation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 59–3a

Title: Commercial air shipments

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Information relating to the authorization and arrangement for commercial air shipments. Included are correspondence and reports.

Disposition: Destroy after 3 years.

FN: 59–8a

Title: Airlift requirements and utilization reports

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Reports showing monthly, special, and annual airlift requirements and airlift space assignment and utilization. Included are airlift requirement reports, air space assignments, and MAC traffic movement reports.

Disposition:

a. Office having Army-wide staff responsibility:

(1) Consolidated or summary reports: Destroy after 6 years.

(2) Feeder reports: Destroy after 1 year.

b. Other offices: Destroy after 1 year.

FN: 59–8b

Title: Military Airlift Command coordinations

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Information relating to channel sequence listings, proposed Aerial Port of Embarkation (APOE) and channel changes, APOE management levels, embargoes, APOE storage capabilities, special handling and restricted movement, fleet developments, and MAC user conferences. Included are minutes of conference meetings, memorandums, and related information.

Disposition: Destroy after 3 years.

FN: 59–10a

Title: Air cargo mail status reports

Table B–26

File category 59: Air transportation—Continued

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Reports reflecting the status of air cargo mail at APOE.

Disposition: Destroy after 1 year.

FN: 59–21a

Title: Transportation control movement documents (TCMD)

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Information used to control movement, terminal handling, and tracing of air cargo shipments.

Disposition:

a. Office having Army-wide staff responsibility: Consolidated TCMD listings: Destroy after 10 years except that input information may be destroyed when verified on listing.

b. Other offices: Destroy after 1 year. Earlier disposal is authorized.

FN: 59–21b

Title: Shipment control processing files

Authority: NN–173–207

Privacy Act: Not applicable.

Description: Information used in the processing and expediting of air shipments. Included are shipment validations, reports of shipments, bills of lading, and tracer requests and responses.

Disposition: Destroy after 1 year. Earlier disposal is authorized.

FN: 59–105a

Title: Port level files

Authority: NN–166–204

Privacy Act: Not applicable.

Description: Correspondence and related information generated as a result of analyses or inquiries stemming from MAC's airlift activity at a given port or ports.

Disposition:

a. Office having Army-wide staff responsibility: Destroy after 3 years.

b. Other offices: Destroy after 1 year.

B–23. File category 60: Exchange service

a. Prescribing directives.

(1) AR 60–10, Army and Air Force Exchange Service (AAFES) General Policies.

(2) AR 60–20, Army and Air Force Exchange Service (AAFES) Operating Policies.

b. Description. These records concern establishment, management, operation, and control of Army exchanges on a worldwide basis (the Army Exchange Service and exchanges at installations). See table B–27.

Table B–27

File category 60: Exchange service

FN: 60

Title: General exchange service correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to exchange service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to exchange service that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices

Table B-27**File category 60: Exchange service—Continued**

(establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 60-10a

Title: General exchange service policies

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information accumulated at the installation level in exercising command oversight of the exchange system. Included is information on liaison with exchange manager, requirements for opening exchange facilities, requests for stockage items, enforcement of Army resale policies, advice to AAFES on tax and claim matters, provision of utilities to exchange activities, policy on issuance of identification information authorizing use of facilities, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation or its successor.

FN: 60-20a

Title: Exchange service operating policies

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information accumulated at the installation level in overseeing actual exchange operations (as opposed to the policy oversight of FN60-10a above). Included is information relating to activities and patronage, sales operations and procurement, theater operations, taxes, fiscal management, administration policies, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation or its successor.

FN: 60-20b

Title: Ration control systems

Authority: NC1-AU-86-23

Privacy Act: AO060-20DAMO

Description: Information accumulated in overseas commands to comply with Joint Services blackmarket monitoring control policy and to maintain records of controlled items purchased at retail sales facilities. Included are applications, ration control plates, authorizations, registers, sales slips, and similar information.

Disposition: Destroy when no longer needed for current operations or when no longer needed to meet host country laws and regulations.

B-24. File category 65: Postal service

a. *Prescribing directive.* Postal matters are now prescribed by—

(1) AR 600-8-3, Unit Postal Operations.

(2) DOD Postal Manual 4525.6-M, Volume II, Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers.

b. *Description.* None. This category is rescinded. Files will be established as shown in table B-28.

Table B-28**File category 65: Postal service—rescinded FNs**

FN: 65

Title: General postal service correspondence files

Use: FN 600, General personnel correspondence files

FN: 65a

Title: Postal personnel designations

Use: FN 600-8-3a

FN: 65b

Title: Postal losses and shortages

Use: FN 600-8-3b

FN: 65c

Title: Postal activity inspections and audits

Use: FN 600-8-3c

Table B-28**File category 65: Postal service—rescinded FNs—Continued**

FN: 65d

Title: Postal directory sources

Use: FN 600-8-3d

FN: 65e

Title: Postal directories

Use: FN 600-8-3e

FN: 65f

Title: Standing delivery orders

Use: FN 600-8-3f

FN: 65g

Title: Post office accountable mail receipt

Use: FN 600-8-3g

FN: 65h

Title: Mail call and hours of collection files

Use: 600-8-3h

FN: 65i

Title: Unit mail clerk's receipts

Use: FN 600-8-3i

FN: 65j

Title: Postal lockbox assignments

Use: FN 600-8-3j

FN: 65k

Title: Mail distribution schemes

Use: FN 600-8-3K

FN: 65m

Title: Mail routing guides

Use: FN 600-8-3m

FN: 65n

Title: Mail key controls

Use: FN 600-8-3n

FN: 65p

Title: Delivery service controls

Use: FN 600-8-3p

FN: 65q

Title: Postal activity reports

Use: FN 600-8-3q

FN: 65r

Title: Foreign postal agreements.

Use: FN 600-8-3r

FN: 65s

Title: APO establishment files

Use: FN 600-8-3s

FN: 65t

Title: Postal service authorizations

Use: FN 600-8-3t

FN: 65u

Title: Mail carrier irregularity files

Use: FN 600-8-3u

FN: 65v

Title: Unit locator

Use: FN 600-8-3v

FN: 65w (not used)

Title: Not applicable

Use: Not applicable

FN: 65x

Title: Mail manifests

Use: FN 600-8-3x

FN: 65y

Title: EFM processing files

Use: FN 600-8-3y

FN: 65z

Table B-28 File category 65: Postal service—rescinded FNs—Continued
Title: Mail controls Use: FN 600-8-3z
FN: 65aa Title: Accountable equipment files Use: FN 600-8-3aa
FN: 65bb Title: U.S. Postal Service accountable mail files Use: FN 600-8-3bb
FN: 65cc Title: Money order account files Use: 600-8-3cc
FN: 65dd Title: Postage stamp stock accounts Use: 600-8-3dd

B-25. File category 66: Courier service

a. *Prescribing directive.* AR 66-5, Armed Forces Courier Service.

b. *Description.* These files relate to procedures and instructions pertaining to transmission of material requiring protected handling by military courier. These includes organization of the Armed Forces Courier Service, responsibilities of couriers, material authorized for transmission, transportation systems, and forms and records required. See table B-29.

Table B-29 File category 66: Courier service

<p>FN: 66 Title: General courier service correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to courier service which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to courier service that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.</p>
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<p>FN: 66-5a Title: Station establishment files Authority: NC1-AU-78-96 Privacy Act: Not applicable. Description: Information relating to the establishment or disestablishment of courier stations. Disposition: Headquarters, Armed Forces Courier Service: Destroy in CFA 10years after disestablishment of a station.</p>

<p>FN: 66-5b Title: Designated courier files Authority: NN-166-204 Privacy Act: Not applicable. Description: Information relating to designation of Armed Forces</p>

<p>Table B-29 File category 66: Courier service—Continued</p> <p>Courier Service (ARFCOS) couriers. Included are forms designating couriers, reports of refusal to act as designated courier, and related information. Disposition: Headquarters, ARFCOS, and courier stations: Destroy after 6years.</p>
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<p>FN: 66-5c Title: Authorization records Authority: NN-166-204 Privacy Act: Not applicable. Description: Information reflecting recipients authorized to receive ARFCOS material. Disposition: Destroy 1 year after supersession or cancellation.</p>
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<p>FN: 66-5e Title: Identification cards Authority: GRS 11, Item 4a Privacy Act: AO190-13CFSC Description: Identification cards for ARFCOS couriers and courier assistants. Disposition: a. Courier Stations: Destroy card upon expiration or revocation and forward letter of destruction to the Director, ARFCOS, Alexandria, VA 22331. b. Headquarters, ARFCOS: Destroy letter upon completion of accounting action.</p>

<p>FN: 66-5f Title: Identification card correspondence files Authority: NN-166-204 Privacy Act: AO190-13CFSC Description: Correspondence relating to the issue and acknowledgment of the return of ARFCOS identification cards. Disposition: Headquarters ARFCOS and courier stations: Destroy after 2 years.</p>

<p>FN: 66-5g Title: Originator receipts Authority: NN-166-204 Privacy Act: Not applicable. Description: Original receipts for ARFCOS material, copies of which are furnished to the originators of the material. Disposition: a. Courier Stations: Transfer 1 year after cut-off to Armed Forces Courier Station Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755. b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.</p>
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<p>FN: 66-5h Title: Delivery receipts Authority: NN-166-204 Privacy Act: Not applicable. Description: Receipts for ARFCOS materials which are obtained by couriers upon delivery. Disposition: a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755. b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.</p>

<p>FN: 66-5i Title: Pouch invoices Authority: NN-166-204 Privacy Act: Not applicable.</p>

Table B-29**File category 66: Courier service—Continued**

Description: Information used as receipts between courier stations.
Disposition:

- a. Courier Stations: Transfer 1 year after cut-off to ARFCOSTA Washington, ATTN: ARFCOS Supply Center, Fort Meade, MD 20755.
- b. ARFCOS Supply Center: Consolidate and destroy 6 years after cut-off.

FN: 66-5j

Title: Daily inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the daily inventory of ARFCOS material.

Disposition: Courier stations: Destroy after 1 year. Cut off monthly.

FN: 66-5k

Title: Courier station inspections

Authority: NN-163-55

Privacy Act: Not applicable.

Description: Information reflecting the technical inspection of courier stations. Included are inspection reports, inspection checklists, and related information.

Disposition: Headquarters ARFCOS: Destroy after 4 years in CFA.

FN: 66-5m

Title: Courier service reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports reflecting activity and cost of operations of courier stations.

Disposition:

- a. Headquarters, ARFCOS: Destroy after 4 years in CFA.
- b. Courier stations: Destroy after 1 year.

FN: 66-5n

Title: Losses, compromises, or violations

Authority: NN-163-55

Privacy Act: Not applicable.

Description: Information relating to the loss or possible compromise of ARFCOS material, violations concerning the use of ARFCOS, irregularity reports, and general operational problems. Included are reports, recommendations, and related information.

Disposition: Headquarters ARFCOS: Destroy after 3 years in CFA.

FN: 66-5p

Title: Supplies and equipment requests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used in requisitioning ARFCOS supplies and equipment.

Disposition: Courier stations: Destroy after 1 year.

FN: 66-5q

Title: Pouch labels

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used to label pouches transported by ARFCOS.

Disposition: Courier stations: Destroy when they have served their purpose.

B-26. File category 70: Research, development, and acquisition

a. Prescribing directives.

- (1) AR 70-1, Systems Acquisition Policy and Procedures.
- (2) AR 70-2, Materiel Status Recording.
- (3) AR 70-9, Army Research Information Systems and Report.
- (4) AR 70-10, Test and Evaluation During Development and Acquisition of Materiel.
- (5) AR 70-14, Publication and Reprints of Articles in Professional Journals.
- (6) AR 70-16, Department of the Army System Coordinator (DASC) System.

- (7) AR 70-17, System/Program/Project/Product Management.
- (8) AR 70-25, Use of Volunteers as Subjects of Research.
- (9) AR 70-28, Assigning Popular Names to Major Items of Equipment.
- (10) AR 70-31, Standards for Technical Reporting.
- (11) AR 70-33, Mutual Weapons Development Data Exchange Program(MWDDEP) and Defense Development Exchange Program (DDEP).
- (12) AR 70-35, Advanced Planning Information for Research and Development.
- (13) AR 70-37, Configuration Management.
- (14) AR 70-41, Cooperation with Allies and Other Nations in Research and Development of Defense Equipment.
- (15) AR 70-44, DOD Engineering for Transportability.
- (16) AR 70-58, International Professional (Scientists and Engineers) Exchange Program.
- (17) AR 70-61, Type Classification of Army Materiel.
- (18) AR 70-66, United States-Canadian Defense Development Sharing Program.
- (19) AR 70-74, Independent Research and Development.

b. Description. These records concern policies, procedures, and standards for research, development, and acquisition. Includes production of scientific and technical studies to seek new basic knowledge from which techniques for new and improved equipment, materiel, methods, and utilization of human resources can be devised and introduced into the Army inventory, studies to establish technical adequacy and qualitative characteristics of materiel, exchange of and access to technical and scientific information, collaboration on changes and modifications of development items based on results of studies and tests, policies and procedures for materiel acquisition system management. See table B-30.

Table B-30**File category 70: Research, development, and acquisition**

FN: 70

Title: General research, development, and acquisition correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations, and suggestions with all types of transmittals, transactions of a general, routine, and administrative nature; and other information relating to research, development, and acquisition which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to research, development, and acquisition that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 70-1a

Title: New equipment training program development files

Authority: NC1-AU-80-18

Privacy Act: Not applicable.

Description: Information accumulated in developing new equipment training concepts, policies, procedures, and directives. Included are new equipment training plans, personnel requirements information, mission orders, contract data requirements lists, materiel fielding plans, inspection and receiving reports, programs of instruction, lesson plans, training statements of work, training and equipment specifications, coordinating actions, and related information.

Table B-30**File category 70: Research, development, and acquisition—Continued**

Disposition:

- a. Office developing the training program: Destroy 2 years after training responsibilities are transferred to an Army, civilian, or other U.S. Government affiliated school, or decision is made to discontinue the training.
- b. Other offices: Destroy after 2 years.
-

FN: 70-1b**Title:** Combat/training development requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information reflecting requirements for studies, materiel, war games, field experiments, troop tests, international standardization actions, doctrinal media, tables of organization and equipment, and other combat development actions, dates required, and action agency. Included are policy and procedural memorandums and directives, program documents, revisions thereto, coordinating actions, and related information.

Disposition:

- a. Office responsible for preparation of program: Destroy after 20 years.
- b. Other offices: Destroy after 2 years, or on supersession or obsolescence, whichever is first.
-

FN: 70-1c**Title:** Combat/training development annual reviews**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information summarizing actions taken on review of materiel requirement documents, status of and comments on studies, results of field experiments and troop tests and similar combat development activities. Included are copies of published annual reviews and contributions and communications relating to them.

Disposition:

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.
-

FN: 70-1d**Title:** Combat/training development quarterly reviews**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information to guide and inform combat development agencies of major actions, current trends, and problems. Included are copies of published reviews, requests for information on validity of materiel requirements, and contributions and communications relating to them.

Disposition:

- a. Office responsible for preparation and issue: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.
-

FN: 70-1e**Title:** Materiel development objectives**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information relating to preparation, coordination, approval, and issue of statements of requirements for materiel requiring exploratory or advanced development to determine its feasibility sufficiently to establish qualitative materiel requirements (QMRs). Included are recommended qualitative materiel development objectives (QMDOs) and advance development objectives (ADOs), coordinating actions, approvals or disapprovals, and copies of the published QMDOs or ADOs and communications relating to them.

Disposition:

- a. HQ, TRADOC office responsible for submitting the QMDO or ADO to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.
-

FN: 70-1f**Title:** Materiel requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information relating to preparation and coordination of statements reflecting requirements for materiel of proven feasibility needed to meet operational and organizational objectives of the Army.

Table B-30**File category 70: Research, development, and acquisition—Continued**

Included are recommendations for new ROC and revisions to existing ROC, QMR and materiel need (MN), coordinating actions, copies of published requirements and related information.

Disposition:

- a. HQ, TRADOC or other combat developer office responsible for preparing and submitting requirement to HQDA and HQDA office having approval authority: Permanent.
- b. Other offices: Destroy after 2 years or 2 years after completion of project, as applicable.
-

FN: 70-1g**Title:** Small development requirements**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.

Description: Information relating to preparation and coordination of statements of requirement for development of training devices, major innovations or improvements to existing equipment, and components or parts intended for two or more types of equipment. Small development requirements (SDRs) are used to state requirements for items of proven feasibility which do not warrant establishment of a qualitative materiel requirement. Included are recommendations for SDRs, coordinating actions pertaining to them, and copies of published SDRs.

Disposition:

- a. HQ, TRADOC office responsible for submitting SDR to HQDA and TRADOC subordinate activities responsible for preparing: Permanent.
- b. Other offices: Destroy after 2 years, or 2 years after completion of project, as applicable.
-

FN: 70-1h**Title:** Combat/training development objectives and requirements priorities**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to establishing priorities on combat development objectives and requirements including changes to them. Included are published lists of recommended priorities and related information.

Disposition:

- a. Office responsible for preparation: Destroy after 2 years.
- b. Other offices: Destroy after 1 year.
-

FN: 70-1i**Title:** Materiel monitoring files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.

Description: Information accumulated by combat development organizations from monitoring the progress of research and development projects to assure that projected end items satisfy the requirements of the user. Included are coordinating actions accomplished at selected phases of the research and development cycle, progress reports, trip reports, and information reflecting participation in steering and materiel coordination groups and project reviews.

Disposition: Destroy 2 years after completion or termination of the related project.

FN: 70-1j**Title:** Non-Army materiel comments**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information accumulated in reviewing, commenting on, and establishing the Army position on statements of materiel requirements or materiel development proposals of the Air Force, Navy, Marine Corps, or other non-Army organizations, but exclusive of comments on materiel proposed for international standardization. Included are coordinating actions, communications relating to the requirements or proposals, and copies of the requirements or proposals.

Disposition: Destroy after 2 years.

FN: 70-1k**Title:** Joint research development objectives and joint operational requirements**Authority:** NC1-AU-77-121**Privacy Act:** Not applicable.

Description: Information relating to joint objectives and

Table B-30**File category 70: Research, development, and acquisition—Continued**

requirements. Included are coordination actions which provide HQDA position on such joint documentation to include comments for approval, disapproval, or revision, and copies of published joint documents.

Disposition: Destroy 2 years after completion or termination of program or project.

FN: 70-1m

Title: RD supervisory files

Authority: N1-AU-87-2

Privacy Act: Not applicable.

Description: Information relating to overall administration of research, development, test, and evaluation activities which due to their general nature cannot logically be filed with information relating to a specific project or task.

Disposition:

a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.

b. Offices at headquarters of intermediate commands responsible for supervision of the Research and Development (RD) function: Permanent.

c. Offices involved in research, development, test or evaluation at installations and laboratories: Destroy after 5 years.

d. Other offices: Destroy after 2 years.

FN: 70-1n

Title: RD project controls

Authority: N1-AU-87-01

Privacy Act: Not applicable.

Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analyses of specific RD projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title.

Disposition:

a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.

b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.

c. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.

FN: 70-1p

Title: RD project reports

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks, including the identification, time phasing, resource requirements, objectives, and other information about the project or task. Included are research and development plans and similar reports.

Disposition: Destroy when no longer needed for current operations.

FN: 70-1q

Title: RD specifications and drawings

Authority: NC1-AU-78-24

Privacy Act: Not applicable.

Description: Preliminary, experimental, and final specifications and drawings created in connection with research and development projects.

Table B-30**File category 70: Research, development, and acquisition—Continued**

Arrange by drawing or specification number, by project, or item nomenclature.

Disposition:

a. Offices delegated responsibility for maintenance of record sets: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.

b. Other offices: Destroy on supersession or obsolescence.

FN: 70-1r

Title: RD item cases

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information created in connection with a specific project, task, or subtask as described in FN 70-1s through FN 70-1ff. This standard and file number may be used when it is impractical or undesirable to file the segments of the item case file separately.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1s

Title: Authorizations

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals, copies of military requirements, military characteristics, and technical characteristics, technical committee minutes, and related correspondence.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1t

Title: RD procurement files

Authority: NN-164-25

Privacy Act: Not applicable.

Description: These files consist of a copy of the RD contract or grant agreement (if the project includes one), with changes, modifications, or addenda to it.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1u

Title: RD item test data

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information received from testing elements of design agencies which reflect the results of tests, trials, and evaluations of research and engineering design of RD items. Included are test reports and comparable test data.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1v

Title: RD item specifications and drawings

Authority: NN-164-25

Privacy Act: Not applicable

Description: Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1w

Title: RD item cross-references

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Cross-references or notations as to the existence and location of scale models, motion picture films, and comparable items which are not filed with the project, task, or subtask file.

Disposition: Destroy 6 years after completion or termination of the project, task, or subtask.

FN: 70-1x

Title: RD item reports

Authority: NN-164-25

Table B-30**File category 70: Research, development, and acquisition—Continued****Privacy Act:** Not applicable.**Description:** Information consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports, weekly, quarterly, and final progress reports, contractor reports, research, engineering and service test plans and reports, and reprints from scientific journals which pertain to basic research projects supported by the Army.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1y**Title:** RD item correspondence**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Retained copies of correspondence relating to a project, task, or subtask.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1z**Title:** RD item meetings**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Minutes of meetings, conference reports, trip reports, reports of consultations, and similar information pertaining to the project, task, or subtask.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1aa**Title:** RD item films**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask, the original negatives of which have been forwarded to the Army Pictorial Center in accordance with AR 108-2.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1bb**Title:** RD item photographs**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Copies of photographs and color transparencies relating to a routine project, task, or subtask or for which the permanent negatives have been forwarded to the U.S. Army Photographic Agency in accordance with AR108-2.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1cc**Title:** RD item training files**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1dd**Title:** RD item maintenance files**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information relating to the development of a maintenance support plan or maintenance package for the RD item. Included are draft maintenance allocations charts, lubrication orders, technical manuals, and spare parts lists.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1ee**Title:** RD item completion notices**Table B-30****File category 70: Research, development, and acquisition—Continued****Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1ff**Title:** Other RD items**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Other information as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.**Disposition:** Destroy 6 years after completion or termination of the project, task, or subtask.**FN:** 70-1gg**Title:** International materiel evaluations**Authority:** NC1-AU-84-13**Privacy Act:** Not applicable.**Description:** Information relating to the evaluation and acquisition of materiel already developed by allies and friendly nations which meets operational needs of the U.S. Army.**Disposition:**

a. Office having Army-wide or major command-wide responsibility: Permanent. PIF when no longer needed for current programs and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

FN: 70-2a**Title:** Materiel status record**Authority:** NC1-AU-86-9**Privacy Act:** Not applicable.**Description:** Information regarding the development of items or systems. Included are requirement documents, system or item nomenclature and similar identifying information, project or task number, security classification guide, in-process review results, type classification actions, and similar information.**Disposition:**

a. Army Materiel Status Office: Permanent. Retire when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

FN: 70-9a**Title:** Research reporting files**Authority:** N1-AU-86-10**Privacy Act:** Not applicable.**Description:** Information compiled on research studies to be conducted or sponsored by DA. The reports reflect the research, project number, title, and name of the investigator; purpose, approach, and status of the study; and similar information. Included are DD Forms 1498 (Research and Technology Work Unit Summaries), and similar information.**Disposition:** Destroy when no longer needed for current operations.**FN:** 70-10a**Title:** Combat/training development objectives**Authority:** NC1-AU-77-174**Privacy Act:** Not applicable.**Description:** Information relating to the preparation and coordination of science and technology objectives, or comparable long-range operational, organizational, and materiel objectives. Included are coordinating actions on proposed objectives, recommendations for addition, deletions, and changes, and similar information.**Disposition:**

a. Office responsible for submitting objectives to DA and HQDA offices responsible for final review and approval:

(1) Final copy of STO or comparable information: Permanent.

(2) Other records: Destroy after 20 years.

b. Other offices: Destroy after 2 years.

FN: 70-10b**Title:** Test and experimentation CDOG changes

Table B-30**File category 70: Research, development, and acquisition—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated from transmitting consolidated approved troop test and field experimentation projects to DA for publication in the combat developments objective guide (CDOG). Included are transmittal letters, documents containing a summary and objectives for each approved project, and communications relating to their submission.**Disposition:**

- a. Office responsible for the submission: Destroy after 3 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10c**Title:** Troop tests**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to planning, direction, and conduct of individual troop tests of new organizational and operational concepts and doctrine. Included are test directives and plans, coordinating actions, invitations to observers, observer reports, final test reports, and communications relating to the tests.**Disposition:**

- a. Office of the test director: Permanent.
 - b. Office at major command headquarters responsible for direction and administration of troop tests and offices of proposing agencies: Destroy after 5 years.
 - c. Other offices: Destroy after 2 years.
-

FN: 70-10d**Title:** Troop test final evaluations**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to review, coordination, and final evaluation of reports of troop tests, including coordination at Army Staff level of conclusions resulting from tests which differ from concepts previously approved by DA.**Disposition:**

- a. Office responsible for Army staff coordination of the final report and office responsible for final evaluation and submission to HQDA: Permanent.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10e**Title:** Field experimentation programs**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to preparation, review, and approval of the program governing field experimentation with operational and organizational concepts, doctrine, and techniques. Included are recommendations for major and minor experiments, coordinating actions, and copies of the published experimentation programs.**Disposition:**

- a. Office responsible for preparation of the program: Permanent. Cut off at end of the target fiscal year.
 - b. Other offices: Destroy 2 years after end of the target fiscal year.
-

FN: 70-10f**Title:** Field experiment controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used in authorizing, controlling, and assisting in conduct of field experimentation on organizational and operational concepts and doctrine. Included are proposals for field experiments, general and specific program directives, training texts for organizing and training experimental organizations, outline and detailed plans for the experiment, arrangements for incorporating minor experiments into plans for major experiments, approvals and coordinating actions, and copies of the final reports.**Disposition:**

- a. Office responsible for staff supervision and control of the experiments and offices of concepts and doctrine field agencies responsible for furnishing advice and assistance: Destroy after 5 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10g

Table B-30**File category 70: Research, development, and acquisition—Continued**

Title: Field experiment cases**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information reflecting the continuing history of a field experiment from the initiation and planning phase, through conduct and reporting, to termination or completion. Included are experiment directives, feasibility studies on proposed experiments, outline plans with basic evaluation plans, detailed and training plans, and texts used for organizing and training experimental units, communications with supporting and advising agencies, and maps, photographs, and other information experiment leaders consider necessary to document the case file.**Disposition:** Office of the experiment director or leader: Permanent. PIF on completion or termination of the experiment and cut off at the end of that year. Retire when no longer needed for reference.

FN: 70-10h**Title:** Field experiment final evaluations**Authority:** NC1-AU-78-52**Privacy Act:** Not applicable.**Description:** Information relating to the review, coordination, and final evaluation of reports of field experiments on organizational and operational concepts. Included are final reports of field experiments and other reports required by the experiment directives, documents containing evaluations and official positions on the reports, and coordinating actions on the final reports.**Disposition:**

- a. Office responsible for coordination of the experiment report at the Army Staff, and office at major command headquarters responsible for final evaluation: Permanent.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10i**Title:** War gaming files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated from subjecting organizational concepts to operations research analysis under prescribed rules of play representing actual conditions and using planning factors as realistic as possible. Included are completed specialized war game forms, documents containing rules, plans, and methods for each war game played, special texts and technical information, war game and contractor analysis reports, and communications providing assistance and advice for the war games.**Disposition:**

- a. Office responsible for conducting the war game: Destroy after 5 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10j**Title:** War game final evaluations**Authority:** NC1-AU-78-54**Privacy Act:** Not applicable.**Description:** Information relating to the review, coordination, evaluation, and preparation of the official position on the results of war games. Included are analysis and evaluation of the war games, official position papers, and coordinating actions.**Disposition:**

- a. Office responsible for establishing the official position and office responsible for coordinating the results of war games at the Army Staff: Permanent.
 - b. Other offices: Destroy after 2 years.
-

FN: 70-10k**Title:** War game handbooks**Authority:** NC1-AU-78-54**Privacy Act:** Not applicable.**Description:** Information relating to preparation, review, and issuance of books prescribing rules, methods, techniques, and procedures which may or must be used in war gaming. Included are coordinating actions

Table B-30**File category 70: Research, development, and acquisition—Continued**

on proposed war game handbooks, copies of the published handbooks, and communications relating to them.

Disposition:

- a. Office responsible for preparation: Permanent.
- b. Other offices: Destroy after 2 years, on supersession, or obsolescence, as applicable.

FN: 70-10m

Title: Test and experiment comments

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information related to reviewing and commenting on plans for, results of, or the methods used in organizational and operational war games, field experiments, and tests conducted by organizations outside the Army combat development system. These files consist of test, experiment, and war game reports, coordinating actions, and similar information.

Disposition:

- a. Office responsible for preparation of the Army comment or establishment of the Army position: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 70-10n

Title: Test schedules

Authority: NC1-AU-78-107

Privacy Act: Not applicable.

Description: Information created in the development of coordinated, integrated, command-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and similar information.

Disposition: Destroy after 2 years.

FN: 70-10p

Title: Test controls

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Information relating to the management, administration, and control of tests of research and development and other items which are conducted by subordinate testing organizations. Included are engineering, service, and other test directives, plans, and reports, and correspondence relating to the test.

Disposition: Offices of test directors at intermediate command headquarters, and offices of system test managers: Destroy 5 years after completion of the last scheduled test of the item.

FN: 70-10q

Title: Installation test schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used by testing organizations to authorize, schedule, and control the testing and evaluation of individual items. Included are copies of project orders, copies of operating schedules, critical events feeder reports, and similar information.

Disposition: Destroy 2 years after completion of related test.

FN: 70-10r

Title: Item tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the testing and evaluation of research and development items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans; preliminary and final reports; firing reports; related correspondence; and comparable test data.

Disposition:

- a. Testing organizations: Destroy 5 years after approval of final test report.
- b. Testing element of testing organization: Destroy when no longer needed for conduct of testing.

FN: 70-14a

Title: Scientific and professional articles

Authority: NC-AU-75-8

Table B-30**File category 70: Research, development, and acquisition—Continued**

Privacy Act: Not applicable.

Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

Disposition: Destroy after 5 years.

FN: 70-16a

Title: RD project controls

Authority: N1-AU-87-1

Privacy Act: Not applicable.

Description: Information accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals, recommendations for project initiation or cancellation, review and analysis of specific research and development projects, and other information relating to the projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature or title.

Disposition:

- a. Offices having Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or PIF on completion, termination, or cancellation of the project, as reference needs require, and cut off at the end of that year.
- b. Offices at headquarters of intermediate commands: Permanent. PIF on completion, termination, or cancellation of the project and cut off at the end of that year.
- c. Offices of laboratory chiefs and directors supervising research and development projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, information which influences the course of action taken on a project and which is not duplicated in the research and development project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA.

FN: 70-17a

Title: Project management plans

Authority: N1-AU-87-3

Privacy Act: Not applicable.

Description: Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and to inform higher authority of the system's status. Included are project management master plans, superseded and obsoleted parts of the plans, reports used to keep the plan current, and similar information.

Disposition:

- a. Office of the project manager: Permanent. PIF on removal of the item or system from project management control and cut off at the end of that year.
- b. Other Offices: Destroy on supersession, obsolescence, or when no longer needed for reference.

FN: 70-17b

Title: Project manager controls

Authority: NN-164-25

Privacy Act: Not applicable.

Description: This information reflects control of research, development, procurement, production, storage, and issue of those weapon and equipment systems which are selected for special management because of urgent operational needs, high unit or total cost, technical complexity, or unusual political implications. This information, as such, is accumulated only by offices of those project managers who rely on other Army installations or commands to contract for and directly supervise the technical and engineering aspects of the system. Information accumulated by offices of project managers who are responsible for the direct technical administration of the engineering aspects of a particular system should be filed under the appropriate functional file, for example, research and development item case file, industrial engineering case file, and contract file, since information which may be required for future

Table B-30**File category 70: Research, development, and acquisition—Continued**

historical, legal, or administrative purposes may not be documented elsewhere.

Disposition: Destroy 6 years after removal of the item or system from Project Management Control.

FN: 70-17c

Title: Project registers

Authority: NC1-AU-78-126

Privacy Act: Not applicable.

Description: Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.

Disposition:

a. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. PIF on supersession, when register is filled, or on completion of the project, whichever is applicable, and cut off at the end of that year.

b. Other offices: Destroy when no longer needed for current operations.

FN: 70-17d

Title: Commodity management controls

Authority: NN-164-25

Privacy Act: Not applicable.

Description: Commodity master plans for selected items and related information reflecting the development, procurement, production, storage, issue, maintenance, and disposition of individual items of equipment controlled and reported on by commodity managers. Included are copies of QMRs, research and development project cards, technical characteristics, minutes of technical committee meetings, funding information documents, contracts and other procurement information, basis-of-issue documents, correspondence, and other information containing historical data on the particular item.

Disposition: Destroy on final disposition of the item. However, folders pertaining to completed phases, such as research and development, industrial engineering, and procurement may be withdrawn and destroyed on completion of the phase.

FN: 70-25a

Title: Research medical volunteer registry

Authority: NC1-AU-86-52

Privacy Act: A70-25DASG

Description: Information contained in a registry pertaining to personal demographic data on individuals participating in medical research. Included are name, SSN, sex, date of birth, and similar information.

Disposition: after 65 years.

FN: 70-28a

Title: Equipment names

Authority: NC1-AU-84-36

Privacy Act: Not applicable.

Description: Information relating to development items of equipment. Included are correspondence containing proposed names, coordinating actions on the proposed names, approvals, and similar information.

Disposition:

a. Approval authority: Permanent.

b. Offices proposing equipment name: Destroy when system is no longer operational.

FN: 70-31a

Title: Technical report records

Authority: N1-AU-86-60

Privacy Act: Not applicable.

Description: These files consist of one copy of each preliminary, progress, or final research and development technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.

Disposition: Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement.

FN: 70-31b

Table B-30**File category 70: Research, development, and acquisition—Continued**

Title: Technical references

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Copies of documents maintained to provide reference for aentire research and development agency, command, installation, or activity. They include one copy of each technical report or publication issued by the organization or received from its contractors and one copy of these reports of interest which are received from other sources.

Disposition: Destroy on supersession, or when no longer needed for reference.

FN: 70-33a

Title: MWDDEP and DDEP files

Authority: NC1-AU-84-16

Privacy Act: Not applicable.

Description: Information relating to the Army's participation in the Mutual Weapons Development Data Exchange Program (MWDDEP) and the Defense Development Exchange Program (DDEP). Included are master agreements, data exchange annex (DEA) proposals, coordinations, and approvals, visit coordinations and approvals, reports, correspondence, similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent. Cutoff on termination of DEA.

b. Other offices: Destroy 2 years after termination of DEA.

FN: 70-35a

Title: Unfunded study files

Authority: NC1-AU-85-73

Privacy Act: Not applicable.

Description: Information related to studies conducted and funded by civilian concerns as a part of their defense oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and similar information.

Disposition:

a. Sponsoring developing agencies or commands:

(1) Final reports: Permanent.

(2) All other files: Destroy 5 years after completion of study.

b. Technical monitoring office: Destroy 5 years after completion of study.

c. Monitoring office: Destroy 2 years after completion of study

FN: 70-35b

Title: Problem statements

Authority: NN-167-37

Privacy Act: Not applicable.

Description: Information on individual research and development problems and needs provided to industrial, academic, and nonprofit research concerns. The information enables the concerns to determine how they can most effectively seek participation in the Army research and development program, to prepare and submit unsolicited proposals directed toward solving the stated needs, and to orient their research and development programs toward maintaining the capability for response to definite requirements for research or hardware development. Included are completed qualitative requirements information (QRI) forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs, and related information (but not unsolicited proposals, or reports equivalent thereto, resulting from the QRI or problem statement).

Disposition: Destroy 2 years after revision, cancellation, or expiration of the QRI or problem statement.

FN: 70-35c

Title: Information-to-industry briefings

Authority: NN-167-37

Privacy Act: Not applicable.

Description: Information created in briefing representatives of industrial, academic, and nonprofit research concerns on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, minutes of briefings or copies of presentations given, and similar information.

Table B-30**File category 70: Research, development, and acquisition—Continued****Disposition:** Destroy after 5 years.**FN:** 70-35d**Title:** APCP registrations**Authority:** NN-167-37**Privacy Act:** Not applicable.

Description: Information accumulated in qualifying and registering industrial, academic, and research concerns for participation in the Army Potential Contractor Program (APCP) or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of APCP information, confirmatory approvals, and similar information.

Disposition: Destroy 1 year after registration terminates.**FN:** 70-37a**Title:** Configuration Management**Authority:** N1-AU-90-18**Privacy Act:** Not applicable.

Description: Documentation used for defining the engineering approved design and baseline management of Army materiel, including software, in terms of specifications, drawings and associated records, and documentation proposing and controlling changes to, or departures from, that approved design using engineering change proposals (ECPs), requests for waiver (RFWs), and related correspondence.

Disposition:

a. Requesting office: Destroy after 5 years.

b. Approving office: Destroy 2 years after materiel has been exhausted from the system.

FN: 70-41a**Title:** Cooperative RD files**Authority:** NC1-AU-84-15**Privacy Act:** Not applicable.

Description: Information initiating cooperative research and development efforts (Memorandums of Understanding, (MOUs)) among allies and other nations to increase international standardization, simplify international logistics, and improve the use of scientific and technical resources. Included is information involved in the negotiation, staffing, and approval of MOUs and similar information.

Disposition:

a. Office having Army-wide responsibility and U.S. Army research and development agencies negotiating MOUs: Permanent. PIF on termination of MOU and cut off at the end of that year.

b. Other offices: Destroy after 3 years.

FN: 70-41b**Title:** Foreign scientific information**Authority:** N1-AU-86-2**Privacy Act:** Not applicable.

Description: Information relating to relationships with foreign nations respecting the exchange and collection of scientific information. Included is information relating to plans for cooperation, discussions, visits with foreign government officials, and information concerning comparable relationships.

Disposition: Permanent.**FN:** 70-44a**Title:** Transportability criteria files**Authority:** To be determined.**Privacy Act:** Not applicable.

Description: Information accumulated by the transportability agent participating in each materiel development command program or project. Included is information on transportation constraints, special permit requirements, environmental standards, tiedown procedures, and similar information relating to transportability criteria in all required modes.

Disposition: Retain in CFA until disposition instructions are published in this regulation.**FN:** 70-45a**Title:** Scientific and raw data**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained and used by scientific and**Table B-30****File category 70: Research, development, and acquisition—Continued**

engineering personnel for research, development, and test of an item, a group of items, or within a field of scientific inquiry. Included are scientific notes, drafts of technical reports and articles, telemetering, oscilloscopes, and time and motion films and recordings, types, punched cards, round recordings, and similar rough or raw data which is not made a part of the official research and development item case file.

Disposition: Destroy on incorporation or summarization of the data in a technical report or paper, on completion of the project, task, or subtask, or when no longer needed for research within the field of inquiry.**FN:** 70-55a**Title:** RD supervisory files (Rescinded; use FN 70-1m.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 70-55b**Title:** Laboratory notebooks (Rescinded; use FN 27-60tt.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 70-58a**Title:** International Professional (Scientist and Engineers) Exchange Program files**Authority:** NC1-AU-84-14**Privacy Act:** AO070AMC

Description: Information relating to the exchange of foreign and U.S. professional personnel for RDTE assignments. Included are assignment coordinations, resumes, performance evaluations, and similar information.

Disposition:

a. Office having Army-wide responsibility:

(1) Records relating to overall policies and procedures, including overall aspects of specific country programs: Permanent.

b. Other offices: Destroy after 5 years.

FN: 70-61a**Title:** RD project items**Authority:** NC1-AU-81-9**Privacy Act:** Not applicable.

Description: Case or item files consisting of information relating to the establishment, revision, or termination of projects, the assignment of type designators (model numbers), type classification, and comparable matters. Arrange by project or item number, by nomenclature, or by chronology.

Disposition: Office of the committee chairman or secretariat, whichever is designated as the office of record:

a. Chairman or secretariat at the Army staff: Permanent. Retire 2 years after completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action.

b. Chairman or secretariat at headquarters of major and intermediate commands: Permanent. PIF on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action and cut off at the end of that year. Retire after 2 years in the CFA and 3 years in the RHA.

FN: 70-66a**Title:** Development sharing program files**Authority:** NC1-AU-84-17**Privacy Act:** Not applicable.

Description: Information accumulated from the U.S. Army implementation of the United States-Canadian Defense Development Sharing Program (DDSP). Included are correspondence or other documents exchanging information about projected development projects, proposals to participate in developmental projects, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent. PIF on termination of project and cut off at the end of that year.

b. Other offices: Destroy 2 years after termination of project.

FN: 70-74a

Table B-30**File category 70: Research, development, and acquisition—Continued**

Title: Independent research program reviews

Authority: NN-167-37

Privacy Act: Not applicable.

Description: Information relating to the review of industrial research and development programs, supported in part by RDTE funds allowed for general overhead to assure that the Army does not conduct, contract for, or indicate a potential need for duplicate research. Included are company brochures summarizing the results of research efforts, received copies of technical evaluations, coordinating actions, final evaluations, and similar information.

Disposition:

- a. Offices at headquarters of developing agencies: Destroy after 6 years.
 - b. Other offices:
 - (1) Brochures: Destroy when no longer needed for reference.
 - (2) Other information: Destroy after 2 years.
-

B-27. File category 71: Force development

a. Prescribing directive.

(1) AR 71-2, Basis of Issue Plans (BOIP), Qualitative and Quantitative Personnel Requirements Information (QQPRI).

(2) AR 71-3, User Testing.

(3) AR 71-13, The Department of the Army Equipment Authorization and Usage Program.

(4) AR 71-31, Management System for Tables of Organization and Equipment.

b. Description. These records concern development and formulation of new or revised doctrine, organizations, materiel objectives and requirements and their integration into the Army, requirements for a projected force structure, establishment of qualitative operational requirements for new equipment, and modernization and replacement of existing equipment. See table B-31.

Table B-31**File category 71: Force development**

FN: 71

Title: General force development correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to force development which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to force development that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 71-2a

Title: BOIP and QQPRI files

Authority: NC1-AU-77-107

Privacy Act: Not applicable.

Description: Information interrelated to TOEs, TDAs, CTAs, JTAs, and automatic data processing (ADP) in which a new item of equipment will be placed, the number of items to be included in each organization

Table B-31**File category 71: Force development—Continued**

element, and other equipment and personnel required to operate and support the new items being introduced into the Army system. Included are communications concerning the basis of issue plans (BOIP) and the qualitative and quantitative personnel requirements information (QQPRI), recommendations, comments, approvals, adjustments, and disapprovals, and related information.

Disposition:

- a. Office responsible for approval: Permanent. Retire after two Consolidated TOE Updates (CTUs).
 - b. Office responsible for developing and recommending approval: Destroy 3 years after applied to TOE.
 - c. Other offices: Destroy 2 years after applied to TOE.
-

FN: 71-2b

Title: Doctrinal/training media status reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to status reports on approved projects included in the doctrinal and training media program.

Disposition:

- a. Offices of MACOM headquarters responsible for submission of the report to HQDA: Destroy after 5 years.
 - b. Reporting offices and other offices below the Army Staff: Destroy after 2 years.
-

FN: 71-2c

Title: TOE development files (Rescinded; use FN 71-31c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 71-3a

Title: Combat/training development study schedules

Authority: NC1-AU-77-174

Privacy Act: Not applicable.

Description: Information relating to the development, coordination, and approval of combat development studies. Included are recommendations for changes to studies relating to combat development objectives and materiel requirements contained in Catalog of Approved Requirements Documents (CARDS), recommendations for new studies, coordinating actions or study proposals, draft programs, and copies of published schedules.

Disposition:

- a. Office responsible for preparation of schedule: Destroy after 20 years.
 - b. Office recommending study project: Destroy after 5 years.
 - c. Other offices: Destroy after 2 years.
-

FN: 71-3b

Title: Troop test schedules

Authority: NC1-AU-78-52

Privacy Act: Not applicable.

Description: Information relating to preparation of a schedule reflecting approved tests to evaluate organizational and operational concepts, doctrine, techniques, and procedures or to further test equipment for its impact on these areas. Included are troop test project requirement proposals, coordinating actions, copies of published troop test programs, and communications relating to them.

Disposition:

- a. Office responsible for final approval and office responsible for preparation and issue: Permanent.
 - b. Other offices: Destroy after 2 years.
-

FN: 71-3c

Title: Operational tests

Authority: NC1-AU-77-23

Privacy Act: Not applicable.

Description: Information reflecting the planning, execution, reporting, and evaluation of operational tests, force development tests, and experimentation systems. Included are directives, test plans, reports, reference documents, test database records, evaluation reports, and related information.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) Original documents converted to microform: Destroy after verification that the microforms meet prescribed quality standards and
-

Table B-31**File category 71: Force development—Continued**

that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular set: Permanent. Retire along with the related indexes, lists, and finding media.

(b) Other microform copies: Destroy when no longer needed for current operations.

(3) Indexes, lists and other finding media: Permanent. Retire along with the appropriate microform sets.

b. Other offices: Destroy upon completion of final test report.

FN: 71-3d

Title: Test and experiment raw data

Authority: NC1-AU-81-17

Privacy Act: Not applicable.

Description: Raw data accumulated in conducting troop tests and field experiments and maintained and used by test directors to generate reduced data. Included are raw data in its collected form, such as data forms, questionnaires, magnetic tapes (including printouts of tapes), films, and similar media.

Disposition: Destroy after 1 year, or when no longer needed for research within the field of inquiry, whichever is later.

FN: 71-13a

Title: Materiel allowances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting allowances of materiel required by and authorized for Army units to accomplish both war and peacetime missions. They are used in computing quantitative requirements for materiel and supplies. Included are authorization documents, such as CTAs, MTOEs, TDA and operational projects; communications pertaining to the authorization documents; and copies of strategic, contingency, operational, and other plans which provide a basis for computing quantitative requirements.

Disposition:

a. Offices responsible for final approval: Destroy 3 years after supersession or obsolescence of the basic allowance document.

b. Other offices: Destroy 1 year after supersession or obsolescence of the basic allowance document.

FN: 71-13b

Title: Equipment tables

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Tables or lists which govern the issue of equipment and supplies to units and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

Disposition: Destroy on supersession or obsolescence.

FN: 71-13c

Title: Supply or equipment authorizations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.

Disposition: Destroy when incorporated in a numbered publication or on rescission, whichever is first.

FN: 71-13d

Title: TOE manpower authorization criteria files

Authority: NC1-AU-78-35

Privacy Act: Not applicable.

Description: Information relating to developing, refining, recommending, and approving of TOE manpower authorization criteria (MACRIT). The approved MACRIT provides factors and formulas for computing the numbers of direct workers required to perform a specified TOE work activity effectively.

Disposition:

a. Office responsible for approving the MACRIT: Permanent. Cut off after 3 years or when cyclic revision is approved.

b. Office responsible for developing MACRIT: Destroy after 3 years or when cyclic revision is approved.

c. Other offices: Destroy after publication in AR 570-2.

FN: 71-31a

Table B-31**File category 71: Force development—Continued**

Title: Equipment tables (Rescinded; use FN 71-13b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 71-31b

Title: TOE manpower authorization criteria (Rescinded; use FN 71-13d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 71-31c

Title: TOE development files

Authority: NC1-AU-77-117

Privacy Act: Not applicable.

Description: Information relating to initiation, development, review, approval, and printing of TOE. Included are advance plans, proposed drafts, coordination actions, recommendations for elimination or reduction of or additions to materiel and MOS requirements, changes, and related correspondence.

Disposition:

a. DA staff office responsible for approving TOE: Permanent.

b. Reviewing and preparing agencies: Destroy 3 years after printing of the related TOE.

c. Other offices: Destroy after 2 years.

B-28. File category 75: Explosives

a. *Prescribing directives.*

(1) AR 75-1, Malfunctions Involving Ammunition and Explosives (RCS CSGLD-1961(MIN)).

(2) AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal.

b. *Description.* These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal (EOD) activities. See table B-32.

Table B-32**File category 75: Explosives**

FN: 75

Title: General explosives correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility, program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions, routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature, and other information relating to explosives which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to explosives that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 75-1a

Title: Ammunition and explosives malfunction

Table B-32**File category 75: Explosives—Continued****Authority:** N1-AU-87-15**Privacy Act:** Not applicable.**Description:** Information on the reporting of malfunctions of ammunition and explosives. Included are investigations, reports, forms, notifications of defects, suspension actions, and similar information.**Disposition:** Destroy after 6 years.**FN:** 75-15a**Title:** ordnance incident reports**Authority:** II-NNA-1039**Privacy Act:** Not applicable.**Description:** Reports on incident notification, requests for assistance, action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel, and assistance provided to civil authorities on disposal of nonmilitary commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information.**Disposition:**

a. EOD control detachments: Destroy 6 years after close of FY involved.

b. Other offices: Destroy 2 years after close of FY involved.

FN: 75-15b**Title:** EOD activity reports**Authority:** NN-172-194**Privacy Act:** Not applicable.**Description:** Reports reflecting summaries of EOD activities and workload status used in planning, programing, and revising EOD activities. Included are activity reports and related information.**Disposition:**

a. EOD staff offices: Destroy 6 years after close of FY involved.

b. Other offices: Destroy 2 years after close of FY involved.

B-29. File category 95: Aviation*a. Prescribing directives.*

(1) AR 95-1, Flight Regulations.

(2) AR 95-2, Air Traffic Control, Airspace, Airfields, Flight Activities, and Navigation Aids.

(3) AR 95-3, General Provisions, Training, Standardization, and Resource Management.

(4) AR 95-10, U.S Military Notices to Airmen (NOTAM) Systems.

(5) AR 95-87, Aircraft Hurricane Evacuation.

b. Description. These records concern Army flight regulations and operations, military aircraft identification and security control, Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records, investigation of flight violations, flight information and navigational aids, airfields and heliports, techniques, procedures, and personal qualifications involved in flight training. See table B-33. Records pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series, records on aircraft accident reporting are in the 385series (table B-33). Rescinded file numbers in the 95 series are listed in table B-34.**Table B-33****File category 95: Aviation****FN:** 95**Title:** General aviation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

Table B-33**File category 95: Aviation—Continued**

information relating to aviation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to aviation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 95-1a**Title:** Individual flight records (IFR)**Authority:** NC1-AU-82-15**Privacy Act:** AO095-1TRADOC**Description:** Information providing a record of the experience of individuals piloting Army aircraft. Included are the individual flight records, aeronautical rating orders, flying status orders, suspension from flying status orders, qualification records, reports of annual physical examinations, and related records.**Disposition:** Forward with the individual personnel records jacket on reassignment, change of duty status, retirement, discharge, or death of the individual.**FN:** 95-1b**Title:** Flight examinations**Authority:** NN-166-204**Privacy Act:** AO095-1TRADOC**Description:** Information accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related information.**Disposition:** Destroy after 2 years.**FN:** 95-1c**Title:** Flying evaluation boards**Authority:** NN-166-204**Privacy Act:** AO095-1TRADOC**Description:** Information created by boards convened to evaluate professional qualifications of personnel recommended for designation as Army aviators or to evaluate personnel for flying deficiencies or other disqualifying conditions. Included are retained copies of board proceedings, checklists of proceedings, copies of appointment orders, and related information.**Disposition:** Destroy after 2 years.**FN:** 95-1d**Title:** Flight information**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.**Description:** Information relating to the monitoring, collecting, evaluating, editing, and disseminating of flight information to appropriate civilian and military agencies. Included are proposed instrument approach procedures, notices to airmen, reports of Army airfield flight information, notices or errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information, and related information.**Disposition:**

a. Office having Army-wide responsibility: Destroy material pertaining or resulting in a flight information publication 5 years after supersession or obsolescence of publication.

b. Other offices and TOE units: Destroy after 2 years or on supersession or obsolescence.

FN: 95-1e**Title:** Aircraft operations**Authority:** NC1-AU-79-54**Privacy Act:** Not applicable.**Description:** Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and

Table B-33**File category 95: Aviation—Continued**

similar data; requests for, and cancellation of flights; and related information.

Disposition: Destroy after 2 years.

FN: 95-1f

Title: Installation flight rules

Authority: NC1-AU-78-108

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, issuance, and interpretation of local rules governing flight operation at each installation where Army aircraft are operated. Included are coordinating actions on proposed rules, copies of the published rules, communications relating to the rules, and related information.

Disposition:

- a. Offices responsible for preparation and issuance of the rules: Destroy 5 years after supersession or obsolescence of the rules.
 - b. Other offices: Destroy after 2 years.
-

FN: 95-1g

Title: Aircraft clearances

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

Disposition: Destroy after 6 months.

FN: 95-1h

Title: Aircraft flight logs

Authority: NN-163-51

Privacy Act: Not applicable.

Description: Information used in the navigation of aircraft and reflecting air traffic control clearance instructions, navigational data required for proper navigation and position reporting, and comparable data. (Logs required to reconstruct flight for investigative purposes will become a part of the investigative file to which they pertain.)

Disposition: Destroy after 1 year.

FN: 95-1i

Title: Flight record summaries

Authority: NC-AU-75-4

Privacy Act: AO095-1TRADOC

Description: Information reflecting flying hours, aircraft qualifications, and biographical data of aviators, flight surgeons, and aviation medical officers of all components. Included are microfilm copies of individual flight records and flight certificates.

Disposition: Destroy in CFA after 20 years.

FN: 95-1j

Title: Flight plans

Authority: NN-173-63

Privacy Act: Not applicable.

Description: Information reflecting flight destination, aviator, time of departure, and other data concerning the flight. Included are military flight plan, local flight clearance, and operations log.

Disposition: Destroy after 3 months.

FN: 95-1k

Title: Aviation policies

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, approval, and issue of plans, programs, and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy, and copies of regulations and directives.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
 - b. Coordinating offices: Destroy after 2 years.
-

FN: 95-1m

Title: Flight orders

Authority: NN-167-36

Privacy Act: AO095-1TRADOC

Description: Information authorizing individual flights of Army aircraft and crews outside the local flight area. Included are flight orders and related information.

Table B-33**File category 95: Aviation—Continued**

Disposition: Destroy after 2 years.

FN: 95-1n

Title: Individual Aircrew Training Folder (IATF)

Authority: N1-AU-86-53

Privacy Act: A0095-1TRADOC

Description: Training information established and maintained by the commander on individual aviation personnel assigned or attached to Army aviation units. Included are Aircrew Training Manual (ATM) base tasks and individual commander's task list for primary, alternate, and additional aircraft; maneuver grade and comment slips; standardization and instrument flight evaluations; no-notice flight evaluations; maintenance test pilot evaluations; aviation standardization committee designations; unit trainer, instructor pilot, standardization instructor pilot, maintenance test flight evaluator, and instrument flight examiner designations; and similar information.

Disposition: Place with individual flight records folder (IFRF) and forward with MPRJ upon retirement, discharge, resignation, assignment to USA control group, or death.

FN: 95-2a

Title: Airfield traffic activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 95-2b

Title: Navigational aids installations

Authority: NN-172-104

Privacy Act: Not applicable.

Description: Information relating to the establishment, relocation, realignment, and discontinuance of radio navigational aids and the subsequent establishment of instrument approach procedures for Army airfields. Included are studies, coordinating actions, maps and charts, requests for technical assistance in determining the most effective locations for the navigational aids, reports on ground and flight checks, requests for instrument approach procedure services, approvals, related information, and pertinent data necessary for the establishment and publication of the procedure.

Note: Files maintained by the U.S. Army Flight Information Office are covered by FN 95-1d, Flight information.

Disposition: Offices below the Army staff: Destroy on removal of navigational aid.

FN: 95-2c

Title: Aircraft operations

Authority: NC1-AU-79-54

Privacy Act: Not applicable.

Description: Information relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs, schedules reflecting takeoff time, destination, passenger manifest, and similar data, requests for and cancellation of flights, and related information.

Disposition: Destroy after 2 years.

FN: 95-2d

Title: Controller training and proficiency records

Authority: NN-163-51

Privacy Act: A0095-37TRADOC-ATC

Description: DA Form 3479-R (Individual Air Traffic Control Training and Proficiency Record).

Disposition: Transfer with MPRJ or civilian personnel folder, as applicable.

FN: 95-2e

Title: Airspace utilization reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reporting data on activities conducted,

Table B-33**File category 95: Aviation—Continued**

locations and boundaries of the conducted activities; time, days, weeks, and months of use; altitudes used; appropriate remarks; and similar data relating to the use of assigned restricted area, warning area, and controlled firing area airspace. Included are restricted area utilization reports, warning area and controlled firing area utilization reports, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 95-2f**Title:** Airspace use agreements**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

Disposition: Destroy 2 years after revocation, rescission, or expiration of the agreement.

FN: 95-2g**Title:** Airfield traffic activity reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports providing air traffic statistical data on Army airfields and heliports. Included are Army airfield and heliport air traffic activity reports, air traffic activity logs, statistical summaries prepared from air traffic reports, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy after 2 years.

FN: 95-2h**Title:** Aircraft clearances**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information maintained at point of final destination upon completion of flight, consisting of aircraft clearance and similar forms.

Disposition: Destroy after 6 months.

FN: 95-2i**Title:** Aids and procedures checks**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

Disposition: Destroy after 2 years.

FN: 95-2j**Title:** Rule-making airspace cases**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

Description: Information relating to Army proposals for the assignment, alteration, or revocation of restricted area, control area extension, control zone, and prohibited area airspace which require rule-making action by the Federal Aviation Agency (FAA). Included are airspace proposals, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 5 years after disapproval or publication as a rule.
- b. Other offices: Destroy on disapproval as a rule.

FN: 95-2k**Title:** Rule-making airspace comments**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

Description: Information relating to evaluations and comments on rule-making proposals concerning the assignment, alteration, or revocation of airspace, if proposals originated with other agencies and if they might

Table B-33**File category 95: Aviation—Continued**

conflict with Army airspace interests. Included are comments, maps and related technical justification data, and related information.

Disposition:

- a. Office responsible for submitting written data to the FAA: Destroy 5 years after disapproval or publication as a rule.
- b. Other offices: Destroy on disapproval or publication as a rule.

FN: 95-2l**Title:** Warning and controlled firing area files**Authority:** NC1-AU-78-108**Privacy Act:** Not applicable.

Description: Information relating to the establishment of controlled firing areas in which ordnance firing or demolition is conducted under controlled conditions so as to eliminate hazards to aircraft, and the establishment of warning areas where operations are conducted which are not compatible with normal flight operations and constitute a hazard to nonparticipating aircraft. Included are warning area and controlled firing area airspace proposal files, coordinating actions, studies, maps, approvals, disapprovals, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 5 years after discontinuance of the firing area.
- b. Other offices: Destroy on supersession or rescission.

FN: 95-2m**Title:** Nonrule-making proposal comments**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information accumulated in reviewing and commenting on nonrule-making proposals submitted by other agencies in order to ensure that there is no conflict with Army airspace interests. Included are copies of the proposal, FAA circulars, Army comments on the proposal, maps and charts, and related information.

Disposition:

- a. Offices of intermediate commands and offices of Army airspace representatives: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 95-2n**Title:** Proposed construction notices**Authority:** NN-163-51**Privacy Act:** Not applicable.

Description: Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

Disposition:

- a. Installations constructing the structures: Destroy on removal of the structure.
- b. Other offices: Destroy after 2 years.

FN: 95-2o**Title:** Manmade obstruction evaluations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to proposed construction or alteration of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

Disposition:

- a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.
- b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.

FN: 95-2p**Title:** Flight regulation violations**Authority:** NN-166-204

Privacy Act: AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA; AO385-10/40ASO

Description: Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of

Table B-33**File category 95: Aviation—Continued**

investigations, and related information.

Note: Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report, will have the same disposition as the court-martial files, claim files, or accident report files.

Disposition: Destroy 1 year after case is closed.

FN: 95-2r

Title: Manmade obstructions comments

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

Disposition: Destroy on disapproval of the structure or after 2 years, whichever is first.

FN: 95-2s

Title: Airspace use agreements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Agreements and related information pertaining to joint use and shared use of airspace among Army activities and among Army and other activities.

Disposition: Destroy 2 years after revocation, rescission, or expiration of the agreement.

FN: 95-3a

Title: Flight regulation violations

Authority: NN-166-204

Privacy Act: AO095-1TRADOC; AO027-10bDAJA; AO027-20aDAJA; AO385-10/40ASO

Description: Information accumulated in reporting and investigating major violations of flight regulations. Included are reports of alleged violations, interim information on the violation, final reports of investigations, and related information. (Reports of investigation of flying violations that result in courts-martial, claims against the Government, or which become part of an aircraft accident report will have the same disposition as those records.)

Disposition: Destroy 1 year after case is closed.

FN: 95-3b

Title: Flight safety messages

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to informing aviation activities of aircraft accidents and their causes in order to prevent recurrence. Included are telegraphic messages and related information.

Disposition: Destroy after 1 year.

FN: 95-10a

Title: Notice to airmen

Authority: NN-163-51

Privacy Act: Not applicable.

Description: Information containing essential data (except meteorological) concerning the establishment, condition, or change in any aeronautical facility, service procedure, or hazard, for personnel concerned with flight operations. Included are airfield flight information reports, reports by aviators of errors or changes in facilities or navigation aid listings in flight information publications, notices to airmen (NOTAM), and related information.

Disposition: Airfields: Destroy on supersession, rescission, or obsolescence.

FN: 95-21a

Title: Aviation policies

Authority: NC1-AU-77-110

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, approval and issue of plans, programs and directives that provide policy guidance on Army aviation matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.

Disposition:

Table B-33**File category 95: Aviation—Continued**

a. Office having Army-wide responsibility: Permanent.

b. Coordinating offices: Destroy after 2 years.

FN: 95-87a

Title: Hurricane evacuations

Authority: NN-163-51

Privacy Act: Not applicable.

Description: Information containing detailed evacuation plans for assigned or attached aircraft, information indicating requirements for hurricane refuge bases, and information providing data on facilities available to support evacuated aircraft. Included are hurricane evacuation plans, evacuation information, refuge facility information forms, and related information.

Disposition: Destroy on supersession or obsolescence.

FN: 95-225a

Title: Aids and procedures checks

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information reflecting the scheduled recurring flight checks of navigation aids by the Federal Aviation Administration and annual reviews of instrument approach procedures by Army commanders which do not result in the relocation or discontinuance of navigational aids, or in changes to instrument approach procedures. Included are reports of flight checks, reports of annual reviews, and related information.

Disposition: Destroy after 2 years.

FN: 95-226b

Title: Proposed construction notices

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the notification to the FAA of the proposed construction or alteration of any Army structure which might fall within the criteria of an obstruction to air navigation, but which is subsequently not considered an obstruction. Included are notices of proposed construction or alteration, maps, drawings, and related information.

Disposition:

a. Installations constructing the structures: Destroy on removal of the structure.

b. Other offices: Destroy after 2 years.

FN: 95-226c

Title: Manmade obstruction evaluations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to proposed construction or alternation of Army structures considered to be obstructions to air navigation. Included are notices of proposed construction or alteration, studies, coordinating information, aeronautical evaluation reports, maps, drawings, approvals, disapprovals, and related information.

Disposition:

a. Installations constructing the structures: Destroy 1 year after removal or disapproval of the structure.

b. Other offices: Destroy 2 years after disapproval or publication in appropriate flight instructions.

FN: 95-226d

Title: Manmade obstruction comments

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to evaluation or comment on the proposed construction or alteration of structures of other agencies which may be a hazard to air navigation in the vicinity of an Army installation. Included are aeronautical evaluation reports, comments, maps, drawings, and related information.

Disposition: Destroy on disapproval of the structure or after 2 years, whichever is first.

Table B-34 File category 95: Aviation—rescinded FNs
FN: 95-2q Title: Airspace utilization reports Use: FN 95-2e
FN: 95-9a Title: Airfield traffic activity reports Use: FN 95-2a
FN: 95-9b Title: Navigational aids installations Use: FN 95-2b
FN: 95-10b Title: Flight information Use: FN 95-1d
FN: 95-12a Title: Flight regulation violations Use: FN 95-3a
FN: 95-14a Title: Flight information Use: FN 95-1d
FN: 95-15a Title: Aircraft operations Use: FN 95-2c
FN: 95-18a Title: Flight safety messages Use: FN 95-3b
FN: 95-33a Title: Army aircraft inventory, status, and flying time reports Use: FN 700-138a
FN: 95-37a Title: Controller training and proficiency records Use: FN 95-2d
FN: 95-37b Title: Airspace utilization reports Use: FN 95-2e
FN: 95-37c Title: Airspace use agreements Use: FN 95-2f
FN: 95-37d Title: Airfield traffic activity reports Use: FN 95-2g
FN: 95-37e Title: Aircraft clearances Use: FN 95-2h
FN: 95-50a Title: Aids and procedures checks Use: FN 95-2i
FN: 95-50b Title: Rule-making airspace cases Use: FN 95-2j
FN: 95-50c Title: Rule-making airspace comments Use: FN 95-2k
FN: 95-50d Title: Warning and controlled firing area files Use: FN 95-2l
FN: 95-50e Title: Nonrule-making proposal comments Use: FN 95-2m
FN: 95-50f Title: Proposed construction notices Use: FN 95-2n
FN: 95-50g

Table B-34 File category 95: Aviation—rescinded FNs—Continued
Title: Manmade obstruction evaluations Use: FN 95-2o
FN: 95-50h Title: Flight regulation violations Use: FN 95-2p
FN: 95-50i Title: Airspace utilization reports Use: FN 95-2q
FN: 95-50j Title: Manmade obstructions comments Use: FN 95-2r
FN: 95-50k Title: Airspace use agreements Use: FN 95-2s
FN: 95-225b Title: Navigational aids installations Use: FN 95-2b
FN: 95-226a Title: Navigational aids installations Use: FN 95-2b
FN: 95-228a Title: Navigational aids installations Use: FN 95-29b

B-30. File category 105: Communications-electronics

a. Prescribing directives.

(1) AR 105-3, Reporting Beaconing, Intrusion, Jamming, and Interference of Electromagnetic Systems.

(2) AR 105-6, Standardized Telecommunications Program.

(3) AR 105-24, Radio Frequency and Call Sign Assignments for U.S.Army Communications-Electronics Activities.

(4) AR 105-64, U.S. Army Communications Electronics Operation Instructions Program.

b. Description. These records concern policy, direction, planning, testing, and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar. Current file numbers in category 105 are listed in table B-35. Rescinded file numbers in category 105 are listed in table B-36.

Table B-35 File category 105: Communications-electronics
FN: 105 Title: General communications-electronics correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to communications-electronics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.) b. NONACTION: Matters relating to communications-electronics that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Table B-35 File category 105: Communications-electronics—Continued Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations. FN: 105-1b Title: Fixed communications directory reports Authority: NC1-AU-78-118 Privacy Act: Not applicable. Description: Information reflecting data on circuits and limited generally to fixed communications facilities. Included are reports and related information. Disposition: a. Office having Army-wide responsibility: Destroy after 10 years. b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first. FN: 105-3a Title: Communication representations Authority: NC1-AU-78-113 Privacy Act: Not applicable. Description: Information related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, use, expansion, consolidating, deactivating, and disposition. Also included are studies, justification, maps, and similar or related information. Disposition: a. Offices having Army-wide responsibility: Destroy after 10 years. b. Other offices: Destroy after 5 years. FN: 105-3b Title: Interference reductions Authority: NC1-AU-78-118 Privacy Act: Not applicable. Description: Information relating to the test of, and furnishing advice on, techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electronic equipment. Included are test reports, copies of drawings, summaries of interference reduction systems, reports of interference caused by existing items, and related information. Disposition: a. Office having Army-wide responsibility and performing testing activities: Destroy after 10 years. b. Other offices: Destroy after 2 years. FN: 105-3c Title: Electronic equipment environmental files Authority: NC1-AU-80-31 Privacy Act: Not applicable. Description: Information reflecting data collected for use in connection with the Electromagnetic Compatibility Program, the object of which is to ensure that military electronic systems will not suffer degradation due to the effects of mutual interference. Included are summaries containing environmental data, letter reports of changes to operational environments due to modification, removal, or replacement of the equipment, and related information. Disposition: a. Office having Army-wide responsibility: Destroy after 10 years. b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. FN: 105-6a Title: Cable and wire forecast reports Authority: NN-166-204 Privacy Act: Not applicable. Description: Reports containing forecasts of cable, wire, and related installation material requirements for locally approved nontactical telecommunications projects. Disposition: Destroy after 5 years. FN: 105-6b Title: Fixed communications directory reports Authority: NC1-AU-78-118 Privacy Act: Not applicable. Description: Information reflecting data on circuits and limited generally
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Table B-35 File category 105: Communications-electronics—Continued to fixed communications facilities. Included are reports and related information. Disposition: a. Office having Army-wide responsibility: Destroy after 10 years. b. Other offices: Destroy on completion or receipt of the next report or on discontinuance of the telecommunications facility, whichever is first. FN: 105-24a Title: Radio frequencies Authority: NC1-AU-78-118 Privacy Act: Not applicable. Description: Information relating to the authorization, allocation, assignment, correlation, and use of radio frequencies and call signs. Disposition: a. Office having Army-wide responsibility: Destroy 10 years after revocation of authorization. b. Other offices and TOE units: (1) Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year. (2) Other information: Destroy when no longer needed for current operations or on supersession, cancellation, or discontinuance of the assignment or use. FN: 105-24b Title: Radio efficiency reports Authority: NC1-AU-78-118 Privacy Act: Not applicable. Description: Reports reflecting the efficiency of communications systems, and containing such data as time lost as a result of poor propagation conditions, equipment adjustment operations, errors, scheduled maintenance of equipment, summary of frequencies used, appropriate remarks, and similar information. Included are radio circuit efficiency reports, circuit operational summaries, and similar information. Disposition: a. Office having Army-wide responsibility: Destroy after 10 years. b. Other offices and TOE units: Destroy after 6 months. FN: 105-24c Title: Signal operation instructions Authority: NC-AU-75-19 Privacy Act: Not applicable. Description: Information pertaining to data on codes, radio frequency assignments, call signs, lists of holders of code systems, and similar information. Disposition: Destroy on supersession or discontinuance of unit, whichever occurs first. FN: 105-24d Title: Radio facilities status reports Authority: NN-166-204 Privacy Act: Not applicable. Description: Information reflecting data on radio circuits and limited generally to operating radio facilities from fixed installations on full-time, part-time, or standby basis, and which rely on radio as the sole electrical means of entrance to the network. Disposition: Destroy 6 months after completion or receipt of the next report or on discontinuance of the facility, whichever is first. FN: 105-31a Title: Service speed sample analysis reports Authority: NN-166-204 Privacy Act: Not applicable. Description: Information reflecting data on message transit time from the time of filing at designated originating communications centers to the time of availability for delivery at designated terminating communications centers. Included are reports and related information. Disposition: a. Office having Army-wide responsibility: Destroy after 1 year. b. Other offices: Destroy after 6 months. FN: 105-31b Title: Relay in-station performance sample analysis reports Authority: NN-166-204 Privacy Act: Not applicable. Description: Information reflecting data on speed of message handling
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Table B-35**File category 105: Communications-electronics—Continued**

in the relay station and the multiple-call processing unit. Included are reports and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 1 year.
- b. Other offices: Destroy after 6 months.

FN: 105-31c**Title:** Terminal in-station performance sample analysis reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting data on speed of handling of originated and terminated messages by cryptographic and terminal processing stations utilizing fixed communications facilities. Included are reports and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 1 year.
- b. Other offices: Destroy after 6 months.

FN: 105-31d**Title:** Army transport message abstracts**Authority:** NC-AU-75-3**Privacy Act:** Not applicable.

Description: Abstracts of commercial messages received and transmitted by a transport radio station.

Disposition: Destroy after 10 years.**FN:** 105-31e**Title:** Transmitted message tapes**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Tapes used in the transmission of telegraphic messages.

Disposition: Telecommunications centers: Withdraw and destroy daily. However, adequate records identifying each transmission will be maintained for 30 days.

FN: 105-31f**Title:** Monitor reel tapes**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Tapes providing a temporary record of transmissions to accomplish tracer actions and make transmissions.

Disposition: Telecommunications centers: Withdraw and destroy after 30 days.

FN: 105-31g**Title:** Service messages**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Copies of incoming and outgoing service messages relating to traffic handling or operational irregularities. Service messages correcting transmissions are filed with the related message (FN 105-17b).

Disposition: Withdraw and destroy after 30 days.**FN:** 105-31h**Title:** Multiple address and book message processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to the processing of multiple address and book messages.

Disposition: Withdraw and destroy after 30 days.**FN:** 105-64a**Title:** Standing signal instructions**Authority:** NC1-AU-78-86**Privacy Act:** Not applicable.

Description: Combat orders containing instructions on the use of signal operation instructions.

Disposition:

- a. Issuing offices: Destroy 10 years after order is rescinded or superseded.
- b. Other offices: Destroy on supersession or on discontinuance of the accumulating activity, whichever occurs first.

Table B-36**File category 105: Communications—electronics—rescinded FNs****FN:** 105-1a**Title:** Office message references**Use:** FN 1nn**FN:** 105-17a**Title:** Telecommunications center operations**Use:** FN 25-1j**FN:** 105-17b**Title:** Telecommunications center messages**Use:** FN 25-1k**FN:** 105-17c**Title:** Telecommunication reporting exceptions**Use:** FN 25-1m**FN:** 105-17d**Title:** Frequency usage reports**Use:** FN 25-1n**FN:** 105-17e**Title:** Army transport radio logbooks**Use:** FN 25-1p**FN:** 105-17f**Title:** Operator's number sheets**Use:** FN 25-1q**FN:** 105-23a**Title:** Circuit usage reports**Use:** FN 25-1r**FN:** 105-23b**Title:** Telephone traffic data reports**Use:** FN 25-1s**FN:** 105-23c**Title:** Telephone circuit usage reports**Use:** FN 25-1t**FN:** 105-23d**Title:** Telephone toll tickets**Use:** FN 25-1u**FN:** 105-23e**Title:** Telephone toll call reports**Use:** FN 25-1v.)**FN:** 105-23f**Title:** Telephone service sales contacts**Use:** FN 25-1w**FN:** 105-23g**Title:** Communications accounts**Use:** FN 25-1x**FN:** 105-75a**Title:** MARS equipment issues**Use:** FN 25-6a**FN:** 105-75b**Title:** MARS frequency interference reports**Use:** FN 25-6b**FN:** 105-75c**Title:** MARS emergency station designations**Use:** FN 25-6c**FN:** 105-75d**Title:** MARS operation authorizations**Use:** FN 25-6d**FN:** 105-75e**Title:** MARS member files**Use:** FN 25-6e**FN:** 105-75f**Title:** MARS messages**Use:** FN 25-6f**FN:** 105-75g

Table B-36 File category 105: Communications—electronics—rescinded FNs—Continued
Title: MARS station logs Use: FN 25-6g

B-31. File category 108: Audiovisual services

- a. Prescribing directives.* None.
b. Description. None. Category 108 is rescinded. Files will be established as shown in table B-37.

Table B-37 File category 108: Audiovisual services—rescinded FNs
FN: 108-2a Title: Audiovisual management reports Use: FN 25-1y
FN: 108-2b Title: Audiovisual products Use: 25-1z
FN: 108-2c Title: Training and audiovisual product controls Use: 25-1aa
FN: 108-2d Title: Audiovisual facility establishment Use: 25-1bb
FN: 108-2e Title: Training and audiovisual programs Use: 25-1cc
FN: 108-2f Title: Local training devices and graphic aids Use: 25-1dd
FN: 108-2g Title: Local training devices and graphic aid work orders Use: 25-1ee
FN: 108-2h Title: Audiovisual technical assistance Use: 25-1ff
FN: 108-2i Title: Audiovisual equipment Use: 25-1gg
FN: 108-2j Title: Booking files Use: 25-1hh
FN: 108-2k Title: Audiovisual product inventory and utilization Use: 25-1jj
FN: 108-2n Title: Audiovisual project cases Use: 25-1kk
FN: 108-2p Title: Still picture files Use: 25-1mm
FN: 108-2q Title: Motion picture files (major) Use: 25-1nn
FN: 108-2r Title: Film newsletters Use: 25-1pp
FN: 108-2s Title: Video recordings Use: 25-1qq
FN: 108-2t

Table B-37 File category 108: Audiovisual services—rescinded FNs—Continued
Title: Sound recordings produced in-house or by contract Use: 25-1rr
FN: 108-2u Title: Commercial TV program cases Use: 25-1ss
FN: 108-2v Title: Motion picture files (minor) Use: 25-1tt
FN: 108-2w Title: Projectionist license controls Use: 25-1uu
FN: 108-2x Title: Photographer identifications Use: 25-1vv
FN: 108-2y Title: Negative register books Use: 25-1ww
FN: 108-2z Title: Photographic captions Use: 25-1xx
FN: 108-2aa Title: Sound recording background files Use: 25-1yy
FN: 108-2bb Title: Motion picture and television clearances Use: 25-1zz
FN: 108-2cc Title: DA and U.S. Army Recruiting Command graphic aid files Use: 25-1aaa
FN: 108-2dd Title: Radio and television equipment service controls Use: 25-1bbb

B-32. File category 115: Climatic, hydrological, and topographic services

- a. Prescribing directives.*
 (1) AR 115-10, Meteorological Support for the U.S. Army (AFR 105-3).
 (2) AR 115-11, Army Topography.
b. Description. These records concern Army requirements for weather service information such as forecasting, surface and upper air observations, and scientific and climatological services of the Air Weather Service covering hydrological matters and production, procurement, and distribution of maps, geodesy, and related materials, as well as other topographic and geodetic data. See table B-38.

Table B-38 File category 115: Climatic, hydrological, and topographic services
FN: 115 Title: General climatic, hydrological, and topographic services correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: <i>a. ACTION:</i> Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other

Table B-38**File category 115: Climatic, hydrological, and topographic services—Continued**

transactions of a general, routine, and administrative nature; and other information relating to climatic, hydrological, and topographic services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to climatic, hydrological, and topographic services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. **ACTION:** Destroy after 2 years.
- b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 115-10a**Title:** Surface meteorological observations**Authority:** NC1-AU-81-58**Privacy Act:** Not applicable.

Description: Information related to the observation and recording of surface meteorological conditions, such as cloud formation, visibility, temperature, humidity, barometric pressure, wind speed and direction, precipitation, dew point, sunrise and sunset, and associated phenomena as observed from the surface. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

Disposition:

- a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years, destroy other records after 3 months.
- b. RDTE meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.
- c. RDTE meteorological data reports and summaries: Destroy in CFA after 20 years.

FN: 115-10b**Title:** Upper air meteorological observations**Authority:** NC1-AU-81-58**Privacy Act:** Not applicable.

Description: Information relating to the observation and recording of upper air meteorological conditions, such as temperature, relative humidity, atmospheric pressure, and wind speed and direction. Included are completed data collecting forms and recording forms, summaries, monthly meteorological data tabulations, and similar information.

Disposition:

- a. Artillery meteorology: Destroy DA Forms 3583 and DA Forms 3677 after 3 years. Destroy other records after 3 months.
- b. RDTE meteorology: Destroy original recorder charts, meteorological worksheets, and other unprocessed data records after 3 months.
- c. RDTE meteorological data reports and summaries: Destroy in CFA after 20 years.

FN: 115-10c**Title:** Meteorological procedures**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Data accumulated by meteorological teams and supporting activities which are used to provide technical information and instructions on new or improved techniques, procedures, and methods for observing, gathering, recording, and reporting meteorological data. Included are copies of published procedures background data, coordination documents, and similar information.

Disposition:

- a. Office responsible for issue: Destroy 2 years after supersession or obsolescence.
- b. Other offices: Destroy when superseded or obsolete.

FN: 115-10d**Title:** Weather maps**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information used in preparing forecasts and outlooks. Included are locally prepared weather maps including forecasts and outlooks and weather maps with related information received from

Table B-38**File category 115: Climatic, hydrological, and topographic services—Continued**

national facsimile and teletype networks that depict movement of weather systems and conditions.

Disposition: Destroy after 1 year or on discontinuance of the office or team, whichever comes first.

FN: 115-10e**Title:** Meteorological equipment utilization files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information providing the number of meteorological sites in operation, the functioning and use of team equipment, and documents which serve as basis for determining operational spare and expendable requirements. Included are site utilization reports, equipment inventory reports, calibration records, and similar information.

Disposition:

- a. Site utilization reports: Destroy 1 year after discontinuance of the site.
- b. Other information: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 115-10f**Title:** Meteorological operation and equipment subsidiary files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting discrepancies in, and validity of, technical operation and the status of meteorological equipment. Included are reports of procedural discrepancies, communications about technical procedures, equipment outage logs, malfunction reports, reports of breakdowns, and similar information.

Disposition: Destroy after 1 year or on discontinuance of the team, whichever comes first.

FN: 115-10g**Title:** Meteorological support files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to meteorological services provided by teams or units to research, development, planning, test, and other activities. Included are requests for support, communications concerning the support, and similar information.

Disposition: Destroy 1 year after all of the support called for has been provided or on discontinuance of the team.

FN: 115-11a**Title:** Military mapping and geodetic program**Authority:** NC1-AU-85-35**Privacy Act:** Not applicable.

Description: Information created in the establishment and maintenance of comprehensive programs for military mapping and geodesy. Included are operating directives, operating program information, change orders to operating program directives, and related information.

Disposition:

- a. Office responsible for establishment of the program: Permanent. PIF on completion of program and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 115-11b**Title:** Mapping agreements**Authority:** NC1-AU-85-36**Privacy Act:** Not applicable.

Description: Information on agreements and arrangements with other U.S. agencies and foreign governments concerning worldwide mapping and geodesy. Included are International Cooperative Mapping Agreements, International Mapping Standardization Agreements, Map Exchange Agreements, and specific operational arrangements within the framework of ratified agreements.

Disposition:

- a. Office responsible for consummation of agreement: Permanent. PIF on termination and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 115-11c**Title:** Mapping and geodetic studies**Authority:** NC1-AU-85-37**Privacy Act:** Not applicable.

Description: Technical studies prepared to furnish background

Table B-38**File category 115: Climatic, hydrological, and topographic services—Continued**

information or solve problems in mapping and geodetic activities. Included are digests of facts on cartographic or geodetic matters, studies of technical, procedural, and production problems, compendiums of intelligence information in the field of cartography and geodesy.

Disposition:

- a. Office responsible for preparation: Permanent. PIF on completion of study and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 115-11d**Title:** Mapping and program priorities**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the establishment of priorities for mapping programs and projects. This also includes periodic changes or revisions.**Disposition:** Destroy after 5 years.**FN:** 115-11e**Title:** Mapping indices**Authority:** NC1-AU-86-27**Privacy Act:** Not applicable.**Description:** Various types of base maps and charts kept as guides in planning. They are annotated to show the extent or order of surveying, charting, and mapping operations.**Disposition:** Destroy 1 year after supersession.**FN:** 115-11f**Title:** Investigative projects**Authority:** NC1-AU-78-20**Privacy Act:** Not applicable.**Description:** Case files showing all phases of an investigative project about the needs of users of cartographic and geodetic products.**Disposition:** Destroy on supersession or obsolescence.**FN:** 115-11g**Title:** Questionnaire surveys**Authority:** NC1-AU-85-38**Privacy Act:** Not applicable.**Description:** Individual and summary questionnaires on survey to determine user requirements and to evaluate experimental products designed to satisfy previously determined requirements.**Disposition:** Destroy when obsolete.**FN:** 115-11h**Title:** Mapping and geodetic reports**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information gathered in reporting mapping and geodetic evaluations and findings. Included are feeder, consolidated, and special reports and related information.**Disposition:** Destroy after 1 year.**FN:** 115-11i**Title:** Mapping and geodetic collection guidance and support files**Authority:** NC1-AU-86-39**Privacy Act:** Not applicable.**Description:** Information created or acquired to ensure the availability of current source materials for existing and foreseen mapping, intelligence, and geodetic programs of DOD, DA, and other authorized agencies. Included are source material availability, request, requirement, case requirements, 'attache' materials, evaluation and analysis of source material, and related information.**Disposition:**

- a. Office of record: Destroy after 5 years.
- b. Other offices: Destroy when superseded or obsolete.

FN: 115-11j**Title:** Mapping and geodetic conferences**Authority:** NC1-AU-85-40**Privacy Act:** Not applicable.**Description:** Information created by conferences having international or domestic interagency membership which concern the cartographic and geodetic activities of member organizations. Included are conference reports, information about operational relationships and areas of**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

Disposition:

- a. Offices having Army-wide responsibility: Permanent.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 115-11k**Title:** Joint specifications**Authority:** NC1-AU-85-41**Privacy Act:** Not applicable.**Description:** Standard basic specifications for the preparation of common map compilations.**Disposition:**

- a. Office responsible for coordination and issue: Permanent. PIF on publication and cut off at the end of that year.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 115-11m**Title:** Map accuracy files**Authority:** N1-AU-86-29**Privacy Act:** Not applicable.**Description:** Information which defines and specifies the exactitude of placement of data on a map, degree of exaggeration allowed in symbolization, accuracy of horizontal and vertical control, allowable error in sheet edges for matching, accuracy of geodetic positioning of map sheets in consonance with databases, accuracy of source materials from which maps will be compiled. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent.**FN:** 115-11n**Title:** Marginal data**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the content and standardization of marginal data on maps, and implementation of the accepted specifications concerning this part of the map. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent.**FN:** 115-11p**Title:** Map formats**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the determination and standardization of map format. Included are style sheets, pilot sheets, and related items.**Disposition:** Permanent.**FN:** 115-11q**Title:** Map identification files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information created in the determination, standardization, and application of systems for numbering map series, map sheets, and edition coordination. Included are statistical cards and correspondence.**Disposition:** Permanent. Cut off on supersession or obsolescence.**FN:** 115-11r**Title:** Topographic symbols**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information which prescribes and standardizes the conformation, size, methods of presentation, and use of symbols to depict natural and artificial features on the earth's surface. Included are graphic presentations, correspondence, and related information.**Disposition:** Permanent. Cut off on supersession or obsolescence.**FN:** 115-11s**Title:** Mapping contract specifications**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Specifications which define and control work to be done by contractors in the production of military maps. These specifications may pertain to any phase of map production.**Disposition:** Permanent.

Table B-38**File category 115: Climatic, hydrological, and topographic services—Continued****FN:** 115-11t**Title:** Map corrections**Authority:** NC1-AU-86-32**Privacy Act:** Not applicable.**Description:** Information reporting errors or omissions noted on military maps.**Disposition:** Destroy 1 year after publication of resultant map.**FN:** 115-11u**Title:** Work assignments**Authority:** NC1-AU-86-33**Privacy Act:** Not applicable.**Description:** Assignment of topographic projects including assignments to units under operational control.**Disposition:** Destroy 1 year after completion of assignment.**FN:** 115-11v**Title:** Production and reproduction controls**Authority:** NC1-AU-86-34**Privacy Act:** Not applicable.**Description:** Information which controls and shows the progress of cartographic and geodetic projects. Included are priorities and schedules, manuscript check, quality inspections, progress reports, memorandums, and related information.**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

FN: 115-11w**Title:** Cartographic references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing current information necessary for map compilation. This includes—

a. Material which has repetitive or multiple application.

b. Published or processed maps or other publications usually kept in library type activities.

c. Copies of map overlays, errata lists, and similar items which are kept in operation elements on a continuing basis.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.**FN:** 115-11x**Title:** Mapping regional files**Authority:** NC1-AU-77-158**Privacy Act:** Not applicable.**Description:** Geographic information, kept as an area research data bank, covering cultural and physical aspects of a country or regional area to support DOD map programs. Included are area information on boundaries sovereignty, cities, towns, communications, and culture features (industries, public works, landmarks, military data), drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather, and climate, parklands, forests, and search requirements (gaps in information and sources to be exploited), and other related information.**Disposition:** Destroy when superseded or obsolete.**FN:** 115-11y**Title:** Field recovery notes**Authority:** NC1-AU-86-48**Privacy Act:** Not applicable.**Description:** Notes made in the field about control stations visited or used. These notes give the condition, adequacy of, and the description of the station.**Disposition:** Permanent.**FN:** 115-11z**Title:** Geodetic computation controls**Authority:** NC1-AU-86-38**Privacy Act:** Not applicable.**Description:** Machine-punched cards, magnetic tapes, or other media into which are inserted geodetic data.**Disposition:** Destroy on supersession or obsolescence of individual item.**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued****FN:** 115-11aa**Title:** Preliminary geodetic computations**Authority:** NC1-AU-86-39**Privacy Act:** Not applicable.**Description:** Preliminary computations made before final computations, adjustment of triangulation, and traverse and leveling.**Disposition:** Destroy on completion of all final computations for a particular project.**FN:** 115-11bb**Title:** Geographic position and universal transverse mercator coordinates**Authority:** NC1-AU-85-42**Privacy Act:** Not applicable.**Description:** Listings of the geographic position, Universal Transverse Mercator (UTM) coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas. Tabulations are arranged by country and quadrangle areas. They give UTM coordinates and an index to the control set up by the surveying organizations of each country.**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy 1 year after supersession.

FN: 115-11cc**Title:** Geodetic references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information consisting of material which has repetitive or multiple application. Included are published processed reports, studies, and other information containing geodetic data usually kept in library type activities, maintenance copies of map overlays, indexes, list errata, and similar items kept in operating elements on a continuing basis.**Disposition:** Destroy on supersession or obsolescence.**FN:** 115-11dd**Title:** Intermediate manuscripts**Authority:** NC1-AU-86-41**Privacy Act:** Not applicable.**Description:** Manuscripts created by map compilation or stereocompilation methods wherein information from aerial photography, maps, or information are combined to become the original drawing of a new map. Included are manually prepared overlays, photographic negatives, proof copies, hand pulls, and similar media created in the preparation of final reproduction manuscript negatives.**Disposition:** Destroy on preparation and acceptance of final reproduction manuscript negative.**FN:** 115-11ee**Title:** Final reproduction manuscript negatives**Authority:** NC1-AU-86-42**Privacy Act:** Not applicable.**Description:** Photographic negatives from which lithographic press plates are made for the printing of completed maps. Production molds are cast from negative molds of three-dimensional terrain models for the forming of three-dimensional relief maps.**Disposition:** Destroy on supersession or cancellation.**FN:** 115-11ff**Title:** Diapositive files**Authority:** NC1-AU-86-43**Privacy Act:** Not applicable.**Description:** Positive photographic prints on a transparent medium, usually glass, prepared from aerial film. They are used in plotting instruments or projectors in preparing a map or stereophotogrammetric drawing.**Disposition:** Destroy on publication of the map unless needed for use in large-scale mapping of the same area.**FN:** 115-11gg**Title:** Reproduction manuscript controls**Authority:** NC1-AU-86-47**Privacy Act:** Not applicable.**Description:** Information about the procurement, use, transfer, and loan of reproduction manuscript material.

Table B-38**File category 115: Climatic, hydrological, and topographic services—Continued****Disposition:** Destroy after 5 years.**FN:** 115-11hh**Title:** Reproduction manuscript cancellations**Authority:** NC1-AU-86-50**Privacy Act:** Not applicable.**Description:** Information which officially cancels reproduction manuscript material. It forms the basis for destruction of such material.**Disposition:**

a. Office of record: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

FN: 115-11ii**Title:** Map distribution policies**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information specifying the conditions and authority for release and issue of maps and related publications. Included are authority for automatic distribution, specific release authority for issuing maps and publications to certain persons and organizations from distribution stocks, and general release authority specifying conditions under which maps and publications will be released from distribution stocks.**Disposition:** Permanent.**FN:** 115-11jj**Title:** Map stock levels**Authority:** NC1-AU-86-46**Privacy Act:** Not applicable.**Description:** Information created by map distribution activities in the establishment and maintenance of stock levels high enough to satisfy requirements of elements serviced.**Disposition:** Destroy on supersession or obsolescence.**FN:** 115-11kk**Title:** Map series**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information created in the review of maps and series to decide which will be kept as active or inactive distribution items.**Disposition:** Destroy 1 year after determination.**FN:** 115-11mm**Title:** Map requisitions**Authority:** NC1-AU-86-44**Privacy Act:** Not applicable.**Description:** Information on the requisitioning and shipment of maps and related publications. Included are requisitions, authorizations and shipping orders, and related information.**Disposition:** Destroy after 2 years.**FN:** 115-11nn**Title:** Published map and chart records**Authority:** NC1-AU-86-45**Privacy Act:** Not applicable.**Description:** One copy of each edition or variant of each printed or processed military map and chart of the issuing agency or organization. For example, planimetric, topographic, hydrographic, and aerospace and relief maps, photomosaics, and maps prepared for special military purposes.

Note: The maintenance of one separate and complete set of all maps produced by DA agencies and organizations is of great importance. No material from this file will be charged out. Managers will take appropriate action to ensure that these files are retired.

Disposition:

a. Office responsible for preparation and issue: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

FN: 115-11pp**Title:** Mapping, Charting, and Geodetic Publication Record Set**Authority:** NC1-AU-86-45**Privacy Act:** Not applicable.**Description:** Information consists of record copies of such publications as military grids, grid tables, trig lists, gazetteers, glossaries, magnetic declination data, topographic symbols books, topographic mapping**Table B-38****File category 115: Climatic, hydrological, and topographic services—Continued**

specifications, reading aids, periodic bulletins, memorandums, technical instructions, exchange lists, monthly publications lists, lithographic and reproduction reports, technical reports on newly developed or improved techniques, and other publications used as aids or guides in the production of military maps, charts, geodetic control, or as assistance to the map and chart user.

Disposition: Permanent.**B-33. File category 117: Corps of Engineers topography and geodesy**a. *Prescribing directive.* ER 117-2-4, Priority of Topographic Mapping Needs.b. *Description.* These records concern activities in the areas of geodetic control surveys, aerial photography procurement, and topographic mapping as carried out by the Corps of Engineers. See table B-39.**Table B-39****File category 117: Corps of Engineers topography and geodesy****FN:** 117**Title:** General Corps of Engineers topography and geodesy correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers topography and geodesy which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers topography and geodesy that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 117-2-4a**Title:** Basic topographic data**Authority:** NC1-AU-78-32**Privacy Act:** Not applicable.**Description:** These files include benchmarks, horizontal and vertical control data, traverse computations, triangulations, and topographic surveys; geodetic, hydrographic, and cadastral data; solar and stellar observation computations; aerial photographs; tracings, maps and drawings; field survey books; and related information.**Disposition:**

a. OCE: Destroy when superseded or obsolete.

b. Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.

c. Field offices converting data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

B-34. File category 135: Army National Guard and Army Reserve*a. Prescribing directives.*

(1) AR 135-155, Promotion of Commissioned Officers and Warrant Officers Other than General Officers.

(2) AR 135-156, Personnel Management of General Officers.

(3) AR 135-215, Officer Periods of Service on Active Duty.

b. Description. The records described below under file number 135a are not prescribed by an Army Regulation or DA Pamphlet, but rather by FORSCOM Pamphlet 135-3, however, for consistency of numbering within MARKS, they are identified here with the related AR 135-series on Army National Guard and Army Reserve. See table B-40.

Table B-40**File category 135: Army National Guard and Army Reserve****FN:** 135**Title:** General Army National Guard and Army Reserve correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army National Guard and Army Reserve which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Army National Guard and Army Reserve that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 135a**Title:** Reserve Component evaluations**Authority:** NC1-AU-85-46**Privacy Act:** A014010DAJA

Description: Information related to evaluating the readiness conditions, personnel status, logistics status of Reserve Component units by those elements of the Active Army responsible for assisting and monitoring their annual training. Included are reports, letters, forms, and other related information developed as a result of the evaluation.

Disposition: Destroy after 2 years.**FN:** 135-155a**Title:** Reserve officer promotions (Rescinded; use FNs 135-155b through 135-155f.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 135-155b**Title:** Reserve officer promotion eligibility rosters**Authority:** N1-AU-89-14**Privacy Act:** A0640DARP

Description: Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.

Disposition: Destroy after 2 years.**FN:** 135-155c**Title:** Reserve officer eligibility determinations**Authority:** N1-AU-89-14**Privacy Act:** A0640DARP**Table B-40****File category 135: Army National Guard and Army Reserve—Continued**

Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.

Disposition: Destroy after 1 year**FN:** 135-155d**Title:** Reserve officer centralized and semi-centralized selection board reporting files**Authority:** N1-AU-89-14**Privacy Act:** A0640DARP

Description: Documents relating to consideration and selection of officers and warrant officers for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

Disposition: Destroy after 2 years.**FN:** 135-155e**Title:** Reserve officer numerical promotion lists**Authority:** N1-AU-89-14**Privacy Act:** A0640DARP

Description: Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

Disposition: Destroy on separation of the soldier or when superseded or obsolete.

FN: 135-155f**Title:** Reserve officer nominations and confirmations**Authority:** N1-AU-89-14**Privacy Act:** A0640DARP

Description: Documents reflecting officers nominated by the President for appointment or promotion in the Army Reserve and officers whose nominations have been confirmed by the Senate.

Disposition: Permanent. Transfer to the National Archives when 20 years old.

FN: 135-156a**Title:** Reserve general officer promotions**Authority:** II-NNA-2187**Privacy Act:** A0640DARP

Description: Documents relating to the promotion of general officers in the Army Reserve, not on active duty. Included are notifications of forthcoming meetings of the selection board, requests for recommendations, lists of officers recommended for promotion, recommendations, congratulatory letters, and similar or related documents.

Disposition: Destroy after 2 years.**FN:** 135-215a**Title:** Officer periods of service on active duty**Authority:** NN-166-204**Privacy Act:** A0001bTAPC

Description: Information or documents on considering officers of the National Guard and Army Reserve for continuation on active duty. These include requests for voluntary indefinite extensions, short term extensions, or extensions for hardship or family considerations.

Disposition: Destroy after 1 year.**B-35. File category 140: U.S. Army Reserve***a. Prescribing directives.*

(1) AR 140-9, Entry on Active Duty or Active Duty for Training (ROTC Officers).

(2) AR 140-10, Assignments, Attachments, Details, and Transfers.

(3) AR 140-111, U.S. Army Reenlistment Program.

(4) AR 140-145, Individual Mobilization Augmentation (IMA) Program.

(5) AR 140-158, Enlisted Personnel Classification, Promotion, and Reduction.

(6) AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records.

b. Description. These records concern mission, organization, administration, and training of the U.S. Army Reserve (USAR), functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Records concerning USAR personnel on active duty are under the appropriate subject series. See table B-41.

Table B-41

File category 140: U.S. Army Reserve

FN: 140

Title: General Army Reserve correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports; and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations, and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army Reserve which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Army Reserve that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 140-9a

Title: Active duty reports

Authority: NN-166-204

Privacy Act: A0604-10ATAPC

Description: Documents relating to entry on or relief from active duty for training, or entry on or relief from active duty of military personnel, where procedural instructions do not provide for retention in the MPRJ. Included are DD Forms 220 (Active Duty Report) and similar documents.

Disposition: Destroy after 1 year.

FN: 140-10a

Title: Reserve officer career management files

Authority: NN-166-204

Privacy Act: A0600DARP and A0640DARP

Description: Documents pertaining to the evaluation and rating of Reserve officers. Included are Army Reserve officer evaluation reports, academic reports, copies of letters of appreciation and commendation, copies of admonitions and reprimands, officer efficiency reports, and related documents.

Disposition: Destroy on final separation from the Army Reserve. (Forward in accordance with AR 140-241 when individual transfers within the Army Reserve, enters on active duty, transfers to Army National Guard of the United States (ARNGUS), or is assigned to the Standby or Retired Reserve.)

FN: 140-10b

Title: Medical officer classification data

Authority: NN-166-204

Privacy Act: A0040-66aDASG

Description: Documents retained by Area Command Surgeons which reflect data on changes in professional qualifications of commissioned officers of the Army Medical Department Reserve. Included are qualification records and related documents. Forward to gaining Army Area Command Surgeon on transfer of officer.

Disposition: Destroy on separation of officer from Reserve status.

FN: 140-111a

Title: Appointment lists

Authority: NN-166-204

Privacy Act: A0640DARP

Table B-41

File category 140: U.S. Army Reserve—Continued

Description: Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and similar information.

Disposition: Destroy after 2 years.

FN: 140-145a

Title: Mobilization designee files

Authority: NN-166-204

Privacy Act: A0640DARP

Description: Documents accumulated by proponent agencies relating to mobilization designation positions. Included are assignment documents, pertinent background and personnel data concerning the individual and his or her military career, and termination of the mobilization designation.

Disposition: Destroy 1 year after termination of mobilization designation.

FN: 140-158a

Title: MOS classification board proceedings

Authority: NN-166-204

Privacy Act: A0640DARP

Description: Documents reflecting evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction, or discharge where readjustment or reclassification is indicated because of mental, physical, emotional instability, or psychiatric reasons, or for inefficiency. Included are proceedings of MOS classification boards and related information.

Disposition: Destroy after 2 years.

FN: 140-158b

Title: Enlisted promotions

Authority: NC1-AU-86-1

Privacy Act: A0640DARP

Description: Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion and advancement rosters, computations for corporal or specialist and below advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.

Disposition: Destroy after 1 year.

FN: 140-158c

Title: Reserve enlisted promotion eligibility rosters

Authority: N1-AU-89-14

Privacy Act: A0640DARP

Description: Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

Disposition: Destroy after 2 years.

FN: 140-158d

Title: Reserve enlisted centralized and semi-centralized selection reporting files

Authority: N1-AU-89-14

Privacy Act: A0640DARP

Description: Documents relating to consideration and selection of enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

Disposition: Destroy after 2 years.

FN: 140-158e

Title: Reserve enlisted promotion eligibility determinations

Authority: N1-AU-89-14

Privacy Act: A0640DARP

Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.

Disposition: Destroy after 1 year.

FN: 140-185a

Title: Reserve unit attendance record sets

Authority: NC1-AU-83-46

Privacy Act: A0600-8DAPE

Description: Attendance records of members of reserve component

Table B-41**File category 140: U.S. Army Reserve—Continued**

units and activities during training or drill periods. Included are original DA Forms 1379 (U.S. Army Reserve Components Unit Record of Reserve Training) and supporting documents. Enter any data from the attendance reference copy that is vital to determining retirement point credits on the DA Form 1379. Copies of these documents are also accumulated by CONUS and overseas command reserve component offices, and certain data processing activities.

Disposition:

- a. Record set: Destroy after 100 years. Cut off yearly and transfer to organization designated by CONUSA commander or major overseas commander. Transfer to US Army Reserve Component Personnel Administration Center (RCPAC) after 1 year.
- b. Other documents:
 - (1) CONUS and overseas command headquarters: Destroy in CFA after 3 years.
 - (2) Data processing activities and other offices: Destroy after 1 year.

FN: 140-185b**Title:** Reserve unit attendance reference sets**Authority:** NC1-AU-79-34**Privacy Act:** AO600-8DAPE

Description: Documents used as worksheets and reference when the original attendance record is no longer available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380 (Record of Individual Performance of Reserve Duty Training), and related information. Post data from these documents that are vital to determining the award of retirement point credits to the original DA Form 1379. These forms are under file no. 140-185a.

Disposition: Destroy after 1 year.**FN:** 140-185c**Title:** Reserve training projects**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Records on preparing, processing, and assigning training projects to Reserve members who are too far from training activities. Included are requests for project outlines, project assignments, progress reports correspondence with other Army agencies about the award of retirement point credits, project report, and similar or related documents.

Note: The final project report is filed in the subjective files of the proponent agency.

Disposition: Destroy 2 years after completion of the project.**FN:** 140-185d**Title:** Project lists**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Records about training projects approved for USAR personnel. Included are consolidated listings with outlines of the scope and point credits to be approved for each project, and similar or related documents.

Disposition: Destroy when superseded or obsolete.**FN:** 140-185e**Title:** Equivalent training authorization approvals**Authority:** NN-166-204**Privacy Act:** AO600-8DAPE

Description: These are documents related to approving award of retirement point credits to USAR members for activities equal to training. This training is with member's unit of assignment or attachment for administration and training (that is, planning, supervising, or giving military instruction to any component of the Armed Forces), flying, duty as a member of a board, attending or taking part in professional conventions and meetings having military educational value, and similar training duty. Included are requests for authority to award retirement point credits with justifying information and comments of interested organizations, approval notifications, and similar or related documents.

Disposition:

- a. Offices of Army headquarters and overseas command headquarters: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 140-185f**Title:** Training and pay categories**Authority:** NN-166-204**Table B-41****File category 140: U.S. Army Reserve—Continued****Privacy Act:** AO600-8DAPE

Description: Records about decisions made for training and pay categories for USAR units and personnel. Included are requests for exceptions to training categories, approvals, and similar and related documents.

Disposition:

- a. DA staff offices responsible for final determination: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

B-36. File category 145: Reserve Officers Training Corps (ROTC)*a. Prescribing directive.*

(1) AR 145-1, Senior ROTC Program: Organization, Administration, and Training.

(2) AR 145-2, Junior Reserve Officer Training Program

b. Description. These records concern functions, responsibilities, organization, and procedures for administering the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps. See table B-42.

Table B-42**File category 145: Reserve Officers Training Corps****FN:** 145**Title:** General ROTC correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to ROTC which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to ROTC that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 145-1a**Title:** ROTC enrollment reports**Authority:** NN-166-204**Privacy Act:** A0145-1TRADOC

Description: Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, and similar information.

Disposition: Destroy after 3 years.**FN:** 145-1b**Title:** ROTC camp files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents on operating and administering ROTC annual camp training.

Disposition: Destroy 1 year after completion of subsequent camp.**FN:** 145-1c**Title:** ROTC cadet records**Authority:** NC1-AU-83-49

Table B-42**File category 145: Reserve Officers Training Corps—Continued****Privacy Act:** A0145-1bTRADOC-ROTC**Description:** TRADOC Form 176 containing information on each cadet, including personal data, enrollment, scholarship, prior training, selection, physical and medical data, subsistence, academics, military science, security investigations, active duty or reserve forces duty, graduation, appointment data, and related information.**Disposition:** Destroy 5 years after termination of enrollment, graduation, or withdrawal of unit from institution. If cadet transfers to another ROTC institution, transfer record to gaining institution on request as provided in AR 145-1.**FN:** 145-1d**Title:** ROTC cadet Military Personnel Records Jackets**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents relating to ROTC cadets. These documents are filed in DA Form 201 (Military Personnel Records Jacket (MPRJ)). Included in each MPRJ are the record of military status of registrant, Armed Forces security questionnaire, deferment agreement, acknowledgement of understanding service requirement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under FN 145-1c.)**Disposition:** On appointment in USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 145-1e. Forward MPRJ to first assigned organization, appropriate area commander, or Commander, RCPAC, as indicated in AR 145-1.**FN:** 145-1e**Title:** ROTC separated cadet records**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents relating to former cadets. They are kept in manila folders. Included in each former cadet's file are the Armed Forces security questionnaire, deferment agreement, ROTC graduate branch selection record, report of medical examination, photographs, letters of commendation, and similar information. (TRADOC Form 176 is kept under FN 145-1c.)**Disposition:** Destroy after 1 year or on withdrawal of unit from ROTC program.**FN:** 145-1f**Title:** ROTC screening test answer sheets**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents related to giving the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.**Disposition:** Destroy after 3 months.**FN:** 145-1g**Title:** ROTC unit pay and allowance files**Authority:** NN-166-204**Privacy Act:** AO0037-104-3cSAFM**Description:** Files created under military pay record system, effective 1 July 1949. Included are organizational payroll records created by units, such as papers used in preparing vouchers pertaining to pay, travel, or other allowances, and vouchers, copies of which have been sent to the disbursing officer for payment.**Disposition:** Destroy after 3 years.**FN:** 145-1h**Title:** ROTC military property files (Not used.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 145-1i**Title:** ROTC cadet evaluation reports**Authority:** NN-166-204**Privacy Act:** A0145-1aTRADOC-ROTC**Description:** Documents of cadet ratings prepared by professors of military science and commanders prior to graduation. Included are evaluation reports and related information.

Table B-42**File category 145: Reserve Officers Training Corps—Continued****Disposition:** Destroy 2 years after graduation or send to higher command on request.**FN:** 145-1j**Title:** ROTC scholarship selected applicant files**Authority:** NC-AU-76-10**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents relating to the selection of individuals for ROTC scholarships. Included are applications, reference questionnaires, interview worksheets, descriptive reports, Scholarship Selection Board vote sheets, evaluation score sheets, documents reflecting College Entrance Examination Board (CEEB) scores, and related documents.**Disposition:** Destroy 1 year after individual graduates or is disenrolled.**FN:** 145-1k**Title:** ROTC scholarship nonselected applicant files**Authority:** NC1-AU-83-48**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents reflecting the nonselection of applicants for ROTC scholarships. Included are applications, physical exams, and medical histories, secondary school transcripts, documents reflecting extracurricular activities, documents reflecting CEEB scores, and related documents.**Disposition:** Destroy 1 year after graduation of the nonselectee's class.**FN:** 145-1m**Title:** ROTC graduate files**Authority:** NN-166-204**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents used to determine assignment of graduates, showing names and pertinent information concerning students scheduled to complete the senior Reserve officers training course and to be commissioned in the U.S. Army Reserve. Included are rosters, cards, tapes, orders, and related documents.**Disposition:** Destroy 1 year after completion of assignment.**FN:** 145-1n**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** A0601-21aUSAREC**Description:** Documents related to verifying the eligibility of individuals for the ROTC. Included are letters, reports, designation of Distinguished Military Students, and similar documents.**Disposition:** Destroy after 2 years.**FN:** 145-1p**Title:** ROTC unit evaluations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to rating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notices of probationary status, waivers, academic evaluation reports, correspondence about corrective action, and similar or related documents.**Disposition:** Destroy 5 years after expiration of the waiver or removal of the unit from probation.**FN:** 145-1q**Title:** ROTC performance reports**Authority:** NN-166-204**Privacy Act:** AO145-1aTRADOC-ROTC**Description:** Documents reflecting the performance of ROTC graduates by class standings at officer orientation courses. Included are reports to Army areas, reports to DA Staff agencies, notices to the president of each institution of how well the ROTC graduates from his or her school performed, and similar or related documents.**Disposition:**

a. DA Staff offices and offices of major command headquarters: Destroy when no longer needed for current operations.

b. Other offices: Destroy after 2 years.

FN: 145-1r**Title:** ROTC class standings**Authority:** NN-166-204

Table B-42**File category 145: Reserve Officers Training Corps—Continued**

Privacy Act: A0145-1aTRADOC-ROTC**Description:** Documents reflecting class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.**Disposition:** Destroy after 3 years.**FN:** 145-2a**Title:** NDCC instructor selections**Authority:** NN-166-204**Privacy Act:** A0145-1bTRADOC-ROTC**Description:** Documents relating to choosing instructors for National Defense Cadet Corps (NDCC) schools. Included are letters with detailed experience qualifications, approvals by the Army Staff, and similar or related documents.**Disposition:** Destroy 2 years after termination of employment by the school.**FN:** 145-2b**Title:** NDCC uniform approvals**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to approval for NDCC schools to adopt uniforms similar to the Army uniform. Included are recommendations, approvals, and similar related documents.**Disposition:** Destroy on discontinuance of the unit or on adoption of another uniform.

B-37. File category 165: Religious activities

a. *Prescribing directive.* AR 165-1, Chaplain Activities in the United States Army.

b. *Description.* These records concern functions and duties of chaplains, religious programs, including services, sacraments, and rites, use of chapels and similar activities, and religious reports. Nonappropriated chaplains' funds are governed by AR 165-1, chapter 16, and a slight variation in the MARKS numbering scheme to distinguish the applicable records has been added for user convenience. See table B-43.

Table B-43**File category 165: Religious activities**

FN: 165**Title:** General religious activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to religious activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to religious activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 165-1a**Title:** Chaplain privileged counseling/interview communication cases**Authority:** NC1-AU-77-80

Table B-43**File category 165: Religious activities—Continued**

Privacy Act: A0165-1bDACH**Description:** Documents relating to counseling of a privileged nature between Army chaplains and Army members or their dependents. Included are memorandums, resume of counseling interviews, notes, letters, forms, or related documents.**Disposition:** Destroy 2 years after completion of individual cases.**FN:** 165-1b**Title:** Religious census, education, and registration files**Authority:** NC1-AU-84-44**Privacy Act:** A0165-1cDACH**Description:** Information accumulated by chaplains to provide data on religious education and training needs of faith groups, denominations, or religious sects. Included are individual questionnaires, surveys, correspondence, memorandums for the record, counseling data (but not those appropriate for FN 165-1a above), index cards, and similar or related information.**Disposition:** Destroy when no longer needed for current operations.**FN:** 165-1c**Title:** Baptism, marriage, and funeral files**Authority:** NC1-AU-78-3**Privacy Act:** A0165-1aDACH**Description:** Documents maintained in HQDA, related to reporting each baptism, marriage, and funeral service performed by military chaplains, auxiliary chaplains, and other authorized civilian clergymen for military personnel and authorized civilians. Included are letters, forms, and related documents.**Disposition:** Destroy in CFA after 50 years.**FN:** 165-1d**Title:** Chapel registers**Authority:** NN-166-204**Privacy Act:** A0165-1aDACH**Description:** Documents reflecting marriages, funerals, and baptisms. Included are chapel registers and related documents.**Disposition:** Destroy after 5 years, except that bound registers will be destroyed 5 years after date of last entry.**FN:** 165-1-16a**Title:** CCF report of audits and fund reviews**Authority:** II-NNA-2295**Privacy Act:** Not applicable.**Description:** Information accumulating from audits of the Chaplains' Consolidated Fund (CCF) performed pursuant to AR 36-5 and AR 36-75. Included are reports of audit with directly related information such as financial statements and correspondence relating to actions taken. Also included are fund reviews conducted by the MACOM pursuant to AR 165-1.**Disposition:** Office responsible for conducting audits: Destroy after 3 years. Other offices: Destroy after 2 years.**FN:** 165-1-16b**Title:** CCF risk management files**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents relating to administering the risk management program for CCF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, and similar information.**Disposition:** Retain in CFA until disposition instructions are published in this regulation.**FN:** 165-1-16c**Title:** CCF accounts**Authority:** II-NNA-2037**Privacy Act:** A0215-1bSAFM**Description:** Information on the receipt, disbursement, and administration of nonappropriated chaplain funds. Included are ledgers, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, finalized purchase orders, investment records, financial statements, petty cash summary vouchers, and other information constituting an integral part of the accounting system for such funds.**Disposition:** Destroy 3 years after next comparable audit. Bound books,

Table B-43**File category 165: Religious activities—Continued**

ledgers, and journals will be destroyed 3 years after date of last entry therein.

FN: 165-1-16d

Title: CCF establishment and appointment files

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Information on the establishment of nonappropriated chaplains' funds, establishment of disbursement limitations, appointment of chairperson, fund manager, recorder, and council members. Included are orders and changes to them, and similar official fund establishment information.

Disposition:

a. Active file: PIF on supersession.

b. Inactive file: Destroy after 2 years or destroy with related fund account records on dissolution of the fund, as appropriate.

FN: 165-1-16e

Title: CCF minutes of meetings

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Minutes of meetings of fund councils appointed to administer nonappropriated chaplains' funds as prescribed by directives, regulations, and similar regulatory media. Included are agendas, minutes of meetings, and directly related information.

Disposition: Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

FN: 165-1-16f

Title: CCF grant administration files

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Information relating to the administration of grants secured to finance, in whole or in part construction of, or improvement to, chaplains' NAF instrumentalities. Included are requests, forms, and the current CCF portion of the Command Master Religious Plan. Documents indicating source of grant (including terms and conditions), amount of local funds committed to the project, and similar information.

Disposition: Destroy 2 years after expiration of grant.

FN: 165-1-16g

Title: CCF contract files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to nonpersonal service contracts. Included are contracts, coordinations, comparable instruments, and similar information.

Disposition: Destroy 2 years after final payment.

FN: 165-1-16h

Title: CCF property records and hand receipts

Authority: To be determined.

Privacy Act: AO710-2bDALO

Description: Information relating to accountability and control of fixed assets, sensitive items, and equipment. Included are hand receipts.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 165-20a

Title: Chaplain privileged counseling/interview communication cases (Rescinded; use FN 1651a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 165-20b

Title: Religious census, education, and registration files (Rescinded; use FN 165-1b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 165-20c

Title: Baptism, marriage, and funeral files (Rescinded; use FN 165-1c.)

Authority: Not applicable.

Table B-43**File category 165: Religious activities—Continued**

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 165-20d

Title: Chapel registers (Rescinded; use FN 165-1d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-38. File category 190: Military Police

a. Prescribing directives.

(1) AR 190-5, Motor Vehicle Traffic Supervision.

(2) AR 190-8, Enemy Prisoners of War Administration, Employment, and Compensation.

(3) AR 190-9, Military Absentee and Deserter Apprehension Program.

(4) AR 190-11, Physical Security of Arms, Ammunition, and Explosives.

(5) AR 190-12, Military Police Working Dogs.

(6) AR 190-13, The Army Physical Security Program.

(7) AR 190-14, Carrying of Firearms and Use of Force for Law.

(8) AR 190-22, Searches, Seizures, and Disposition of Property.

(9) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Military Enforcement.

(10) AR 190-30, Military Police Investigations.

(11) AR 190-31, Department of the Army Crime Prevention Program.

(12) AR 190-40, Serious Incident Report.

(13) AR 190-45, Military Police Law Enforcement Reporting.

(14) AR 190-47, The U.S. Army Correctional System.

(15) AR 190-51, Security of Army Property at Unit and Installation Level.

(16) AR 190-53, Interception of Wire and Oral Communications for Law Enforcement Purposes.

(17) AR 190-57, Civilian Internees—Administration, Employment, and Compensation.

b. Description. These records concern enforcement of military discipline, physical security, traffic control, control over firearms and dangerous weapons, and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners. See table B-44.

Table B-44**File category 190: Military Police**

FN: 190

Title: General military police correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to military police which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military police that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder

Table B-44**File category 190: Military Police—Continued**

reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 190-5a**Title:** Law enforcement**Authority:** NN-166-204**Privacy Act:** Act: A0190-45DAMO

Description: Information on traffic enforcement activities, minor offenses, and uniform violation notices referred to U.S. District Courts. Included are traffic law enforcement surveys, accident reports, traffic violation reports, notices, and summons and violation notices (DD Form 1805). This description does not include information on traffic accidents that is sent to and held by claims officers.

Disposition: Destroy after 2 years.

FN: 190-5b**Title:** Vehicle registration and driver records**Authority:** NC1-AU-84-31**Privacy Act:** A0190-5DAMO

Description: Information gathered on POV registration and driver record files. Included are—

- a. Information used to record registration of motor vehicles on Army installations such as:
 - (1) Applications for registration.
 - (2) Certifications of insurance possession.
 - (3) Records of decal numbers issued.
 - (4) Similar information.
- b. Driver records consisting of:
 - (1) Information on chargeable motor vehicle accidents, moving violations, suspension and revocation actions, and point assessments involving military and civilian personnel and their dependents.
 - (2) Other personnel privileged to operate motor vehicles on Army installations.

Disposition: Destroy on transfer or separation of individual (for a above). Forward to next duty station on transfer of military member, Government or nonappropriated fund civilian employee, or employee of Government contractor. Destroy 1 year after termination of suspension or revocation of driving privileges (for b above).

FN: 190-5c**Title:** Provost marshal activities reports**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.

Description: Reports containing statistical data on offenses, crime trends, confinements, traffic law enforcement, and other military police activities. Included are basic reports, consolidated reports, and analyses.

Disposition:

- a. Offices having Army-wide responsibility:
 - (1) Consolidated data: Permanent.
 - (2) Feeder reports and similar data: Destroy on consolidation or extraction of essential data.
 - b. MACOM headquarters: Destroy in CFA after 5 years.
 - c. Other Offices: Destroy after 1 year.
-

FN: 190-5d**Title:** Special agent accreditations**Authority:** NC1-AU-75-17**Privacy Act:** A0190-30DAMO

Description: Information on the accreditation, nonparticipation, or withdrawal of accreditation of persons as criminal investigators. Included are applications, recommendations, approvals, disapprovals, and related information.

Disposition:

- a. Approved accreditation, withdrawal of accreditation, and related information: Destroy 10 years after separation or retirement of person.
 - b. Disapproved accreditation and related information: Destroy after 1 year.
-

FN: 190-5e**Title:** Parking permit controls**Authority:** NN-166-204**Privacy Act:** A0190-14DAMO

Description: Information on the allotment of parking spaces, control of

Table B-44**File category 190: Military Police—Continued**

issuance and withdrawal of parking permits, and the recording of violations by holders of parking permits.

Disposition: Destroy on transfer or separation of parking permit holder or when permit is superseded or revoked, whichever is first.

FN: 190-5f**Title:** Missing vehicle register cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Cards showing the description of missing or stolen military or civilian vehicles and related information.

Disposition: Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered.

FN: 190-5g**Title:** Traffic surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information showing the results of installation traffic surveys conducted to gain greatest flow and control of traffic. Included are reports, recommendations, and related information.

Disposition: Destroy after next comparable survey.

FN: 190-8a**Title:** Individual enemy PW/detainee files**Authority:** NC1-AU-82-09**Privacy Act:** Not applicable.

Description: Information on individual enemy prisoners of war (PWs) or detainees. Included are individual personnel jackets containing questionnaires, correspondence, basic personnel and clinical records, reports of injury, escape, apprehension, death, and punishments, records of impounded personal effects and foreign currency, and similar records of enemy PWs or detainees.

Disposition: Destroy after 75 years.

FN: 190-8b**Title:** Enemy PW/detainee general information**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

Description: Information on the overall operation and conduct of the enemy PW or detainee program. It excludes other files described in this record series.

Disposition: Permanent. Retire to WNRC upon termination of PW program.

FN: 190-8c**Title:** Enemy PW/detainee status inquiries**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

Description: Inquiries from Government agencies, Protecting Powers, International Committee of the Red Cross (ICRC), and inquiries from other interested agencies requesting information on the status of individual enemy PWs or detainees.

Disposition: Retire to WNRC upon termination of the PW program. Destroy after 30 years.

FN: 190-8d**Title:** Enemy PW/detainee complaints and investigations**Authority:** NC1-AU-82-09**Privacy Act:** Not applicable.

Description: Information concerning PW or detainee complaints, investigations of PW or detainee camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, and correspondence with Protecting Powers, ICRC, and other responsible agencies.

Disposition: Permanent. Retire to WNRC upon termination of PW program.

FN: 190-8e**Title:** Enemy PW/detainee strength reports**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.

Description: Reports prepared by PW or detainee camps and hospitals showing the assigned and attached PW or detainee strength, gains, and losses, status of PWs or detainees, historical data, and other information.

Table B-44**File category 190: Military Police—Continued**

Disposition: Permanent. Retire to WNRC upon termination of the PW camp or hospital.

FN: 190-8f

Title: Enemy PW/detainee rosters

Authority: NC1-AU-82-09

Privacy Act: Not applicable.

Description: Information identifying PW and detainees captured or interned by or in the custody of U.S. Forces. Included are master machine printouts, master punched cards, and master magnetic tapes.

Disposition: Permanent. Retire to WNRC upon termination of the PW program.

FN: 190-8g

Title: Enemy PW/detainee property accounting files

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information which accounts for property confiscated from or held for enemy PWs or detainees. Included are receipts for property returned to PWs or detainees or released to Protecting Powers, statements concerning property not returned, locations of property held, and related information.

Disposition: Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

FN: 190-8h

Title: Enemy PW/detainee educational media

Authority: NC1-AU-82-09

Privacy Act: Not applicable.

Description: Information on the development and use of media designed for the PW or detainee education program. Included are programs of instructions, lesson plans and outlines, instructor's guides, recommendations, evaluations of media, and related information.

Disposition: Permanent. Retire to WNRC upon termination of PW program.

FN: 190-8i

Title: Enemy PW/detainee noncontract labor

Authority: NC1-AU-82-09

Privacy Act: Not applicable.

Description: PW camp and hospital work for which compensation is authorized.

a. Information on the use of PW or detainee labor for paid work which is not covered by contract, such as PW camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of PWs, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.

b. Information reflecting the establishment of overall policy and programs for the use of enemy PW or detainees for paid work which is not covered by contract, such as PW camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of PW, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.

Disposition: Destroy after 20 years. Retire to WNRC upon termination of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

FN: 190-8j

Title: Enemy PW labor contracts

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description:

a. Information on the use of PW labor contracts with contract employers such as PW canteens, AAFES, service clubs, and similar activities. Included are copies of contracts and amendments, certification of need for employment of PW labor and other information on the administration of the contract.

b. Information reflecting the establishment of overall policy and programs for PW labor contracts with contract employers and other employers, such as PW canteens, AAFES, service clubs, and similar activities whose use of PW labor must be by contract. Included are policy statements, directives, overall program reviews, and related information.

Disposition: Destroy after 20 years. Retire to WNRC upon termination

Table B-44**File category 190: Military Police—Continued**

of the PW camp or hospital (a above). Permanent. Retire to WNRC upon termination of PW program (b above).

FN: 190-8k

Title: Enemy PW camp labor reports

Authority: NC1-AU-82-09

Privacy Act: Not applicable.

Description: Reports summarizing monthly PW work activity. Data reported include total PW work days assigned, total PW days worked, number of rest days, classification of work, and other data on PW work activity.

Disposition: Permanent. Retire to WNRC upon termination of the PW camp or hospital.

FN: 190-8m

Title: Enemy PW payrolls

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information listing pay and allowances to be credited to and deductions from individual PW accounts. These are copies kept by the PW camp or hospital.

Disposition: Retire to WNRC upon termination of the PW camp or hospital. Destroy after 20 years.

FN: 190-8n

Title: Enemy PW pay data subsidiary files

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information containing data used to determine the amount of pay due to PWs for work performed. Data includes days and hours worked, type of work, rate of pay, and related information.

Disposition: Send with individual enemy PW files. (FN 190-8a).

FN: 190-8o (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 190-8p

Title: Enemy PW pay and allowances records

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information showing the day-to-day status of pay and allowances due individual PWs from all authorized sources, and deductions to be made. Data are used to prepare PW payrolls and vouchers.

Disposition: Send with individual enemy PW files. (FN 190-8a).

FN: 190-9a

Title: Absentee cases

Authority: NN-166-204

Privacy Act: A0190-9DAMO and A0037-107aSAFM

Description: Case files containing records of persons absent without leave (AWOL personnel, escaped military prisoners (U.S. Army personnel), and deserters). The files contain information which pertains to the return or apprehension of absentees. Included are reports on absentees wanted by the Armed Forces, the return of absentees, the apprehension of absentees, correspondence on the description of absentees, leads for apprehension, and statistical data for deserters and AWOLs.

Disposition: Destroy 3 months after arrest or apprehension or completion of case, or 3 years after creation if absentee is not returned to military control. However, in time of war, when the person is not arrested or apprehended, retain until determined that the person died or was discharged without arrest or apprehension.

FN: 190-11a

Title: Access control records (Rescinded; use FN 1v.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 190-11b

Title: Structural certifications

Table B-44**File category 190: Military Police—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.**Description:** DA Forms 4604-R (Construction Security Statements) and related documents on the structural adequacy of buildings housing arms, ammunition, and explosives.**Disposition:** Destroy certificates when superseded. Destroy other data when no longer needed for reference.**FN:** 190-11c**Title:** Arms, ammunition, and explosives security management**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents approving or disapproving use of areas and facilities, exceptions and waivers to standards, long range planning, preparation, and dissemination, maintenance of plans and procedures, and management reviews.**Disposition:** Destroy when superseded, obsolete, or no longer necessary.**FN:** 190-12a**Title:** Sentry dog records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information comprising the administration record of each sentry dog. Included are the dog record card, training and utilization record, certificate of death form, and other nonmedical records.**Disposition:** Dispose of in accordance with AR 190-12.**FN:** 190-12b**Title:** Sentry dog facility inspections**Authority:** II-NNA-1003**Privacy Act:** Not applicable.**Description:** Inspection checklist used during inspection of sentry dog facilities.**Disposition:** Destroy after 1 year.**FN:** 190-13a**Title:** Guard reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Retained copies of the Guard Report which is prepared daily and submitted to the installation commander or authorized representative.**Disposition:** Destroy after 1 year.**FN:** 190-13b**Title:** Gate guard files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on measures taken to guard Government facilities and military prisoners (U.S. Army personnel). Included are: assignment sheets, gun registers, registers showing movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, related information.**Disposition:** Destroy after 6 months.**FN:** 190-13c**Title:** Crime prevention surveys**Authority:** NN-170-20**Privacy Act:** Not applicable.**Description:** Information on surveys of Government-owned and leased facilities conducted to minimize or eliminate the opportunity or desire to commit or engage in criminal activities, including survey reports, recommendations, evaluations, and related information.**Disposition:**

a. Government-owned facilities: Destroy after 3 years, upon completion of the next survey of the same facility, or upon inactivation of the facility, whichever is sooner.

b. Leased facilities: Destroy after 4 years, or upon termination of security restrictions, whichever is sooner.

FN: 190-13d**Title:** Physical security surveys and inspections**Authority:** NN-170-140**Privacy Act:** Not applicable.**Description:** Information on yearly installation surveys and inspections

Table B-44**File category 190: Military Police—Continued**

of selected activities which are concerned with examination of physical and procedural safeguards. Included are survey reports, inspection reports, recommendations, and related information.

Disposition: Destroy after next comparable yearly survey or inspection or after determination that protection resources are no longer required.**FN:** 190-13e**Title:** Security identification applications**Authority:** NN-170-4**Privacy Act:** A0190-13CFSC**Description:** Information on the issue of security identification cards or badges. Included are applications and related information.**Disposition:** Destroy 3 months after turn-in of card or badge.**FN:** 190-13f**Title:** Physical Security Equipment (PSE) enhancement files**Authority:** N1-AU-89-4**Privacy Act:** Not applicable.**Description:** Information on design, installation, and maintenance of Government-owned or leased facilities to minimize or eliminate physical security threats. Included are site surveys, PSE concepts, designs and approval of designs, verification visits, and specifications.**Disposition:** Destroy upon project completion.**FN:** 190-13g**Title:** Physical security plans and programs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on physical security and plant protection plans and programs. Included are waivers, exceptions, and related information.**Disposition:** Destroy 1 year after superseded, obsolete, or no longer needed for current operations.**FN:** 190-14a**Title:** Firearms authorizations**Authority:** NN-166-204**Privacy Act:** A0190-14DAMO**Description:** Information authorizing DA civilian employees to carry firearms. Included are firearms authorization cards and related information.**Disposition:** Destroy on expiration of authorization.**FN:** 190-14b**Title:** Registrations and permits**Authority:** NN-166-204**Privacy Act:** A0190-14DAMO**Description:** Information on the registration of restricted property and privately owned weapons. Information on the issuance of hunting, fishing, and trapping permits.**Disposition:** Destroy 1 year after expiration or revocation.**FN:** 190-21a**Title:** Security identification applications (Rescinded; use FN190-13e.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 190-22a**Title:** Police property files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information showing the receipt and release of property that is found, impounded, seized as contraband, prohibited, or safeguarded for detained personnel. This includes logs, receipts and releases, and related information.**Disposition:** Destroy 5 years after return or release of property.**FN:** 190-22b**Title:** Prisoner or detained person receipts**Authority:** NC1-AU-78-84**Privacy Act:** Not applicable.**Description:** Information showing the receipt of prisoners or detained persons.**Disposition:** Destroy after 3 years.

Table B-44**File category 190: Military Police—Continued**

FN: 190-24a**Title:** Armed Forces Disciplinary Control Board (AFDCB) files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the activities of the AFDCB. Included are minutes of board meetings, recommendations and actions taken, the supporting information such as reports and off-limits lists, and general correspondence related to the function of the board.**Disposition:**

a. Armed Forces Disciplinary Control Boards: Destroy after 5 years.

Those that establish charters or directives, retain 5 years after the board is discontinued.

b. Other offices: Destroy after 2 years.

FN: 190-24b (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 190-24c**Title:** Patrol reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Military police patrol report files and guard service control files. Included are reports of patrols who keep order in towns, on trains and at transportation terminals, guard check sheets, door slip summaries, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, and related information.**Disposition:** Destroy after 1 year.

FN: 190-24d**Title:** Prostitution reports (Deleted.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 190-30a**Title:** Security identification accountability**Authority:** NN-170-4**Privacy Act:** A0381-20DAMI and A0190-13CFSC**Description:** Information used to keep an account of identification cards and badges. Included are registers and related information.**Disposition:** Destroy 3 years after last card or badge number entered has been accounted for.

FN: 190-30b**Title:** Jurisdiction responsibilities**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.**Description:** Information on the determination and establishment of the scope and responsibility of the Army for crime prevention, detection and investigation of crimes and offenses, apprehension, restraint, and custody of offenders subject to the Uniform Code of Military Justice. Included are agreements with other armed services or civil authorities and similar information contributing to the overall concept and policies.**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy on supersession or on obsolescence.

FN: 190-30c**Title:** MP investigator certifications**Authority:** NC1-AU-78-84**Privacy Act:** A0190-30DAMO**Description:** Information on eligibility and suitability of personnel nominated by commanders for selection and certification as military

Table B-44**File category 190: Military Police—Continued**

police investigators. Included are requests, name checks, background checks, approvals, appeals, rebuttals, and related information.

Disposition:

a. Destroy on separation or retirement of person.

b. MACOM: Destroy 1 year after person's reassignment from MACOM.

c. Installation or activity: Destroy 1 year after person's departure or reassignment from installation or activity.

FN: 190-30d**Title:** MP investigator considerations**Authority:** NC1-AU-75-40**Privacy Act:** A0190-30DAMO**Description:** Information on personnel considered and nonselected as military police (MP) investigators and the temporary or permanent withdrawal of credentials and related information. Included are requests, name checks, background checks, appeals, rebuttals, and related information.**Disposition:** Destroy after 3 years.

FN: 190-30e**Title:** MP investigator credential controls**Authority:** NC1-AU-82-2**Privacy Act:** A0190-30DAMO**Description:** Information showing the issue and control of credentials naming MP investigator personnel. Included are receipts, inventories, and related information.**Disposition:**

a. Receipts from persons to whom credentials are issued: Destroy after final surrender of credentials.

b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

FN: 190-31a**Title:** Crime Prevention Program**Authority:** NC1-AU-78-56**Privacy Act:** Not applicable.**Description:** Information created in planning, coordinating, executing, and reviewing courses of action for the prevention of crimes and offenses.**Disposition:**

a. Offices in charge of directing or developing this program: Permanent.

b. Other offices: Destroy after 2 years or on supersession or obsolescence.

FN: 190-40a**Title:** Serious incident reports**Authority:** NC1-AU-77-142**Privacy Act:** A0190-40DAMO**Description:** Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information.**Disposition:** Destroy 1 year after completion or receipt of final report.

FN: 190-45a**Title:** MP reports**Authority:** NN-166-204**Privacy Act:** A0190-45DAMO**Description:** Military police reports about routine complaints received and incidents observed or reported to military police (excluding criminal investigation reports). Included are reports with supporting information such as statements, affidavits, copies of provisional passes, and related information. (This description does not include files furnished for court-martial purposes.) Military police reports of special categories of complaints (defined in AR 190-45) will be sent to Crime Records Center, U.S. Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222. They will be kept as criminal investigation case files.**Disposition:** Destroy after 5 years.

FN: 190-45b**Title:** MP journals**Authority:** NC1-AU-81-26**Privacy Act:** Not applicable.**Description:** Information containing a chronological record of police activity developed from reports, complaints, incidents, information

Table B-44**File category 190: Military Police—Continued**

received and action taken, record of police radio traffic. Included are desk blotters and police radio logs.

Disposition:

- a. Peacetime: Destroy in CFA after 5 years.
- b. Mobilization: Units in a combat environment or designated as combat support elements. Destroy after 50 years.
- c. Other elements: Destroy in CFA after 5 years.

FN: 190-45c

Title: Police property files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information showing the receipt and release of property that is found, impounded, seized as contraband, or prohibited and safeguarded for detained personnel. Included are logs, receipts, releases, and related information.

Disposition: Destroy 5 years after return or release of property.

FN: 190-45d

Title: Loss, theft, and recovery of firearms files

Authority: NC1-AU-79-5

Privacy Act: Not applicable

Description: Reports on the loss, theft, and recovery of firearms, ammunition, and related items.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 20 years.
- b. Other offices and TOE units: Destroy in CFA 1 year after recovery, or after 5 years, whichever is first.

FN: 190-45e

Title: MP desk references

Authority: NN-166-204

Privacy Act: A0190-45DAMO

Description: These files are card indexes containing the names of persons who are identified in military police reports as subject, victim, complainant, or witness in connection with a complaint.

Disposition: Destroy in CFA after 5 years.

FN: 190-45f

Title: Provisional passes

Authority: NN-166-204

Privacy Act: AO001bTAPC

Description: Retained copies of passes issued to personnel for use during travel to their units.

Disposition: Destroy after 3 years.

FN: 190-45g

Title: Criminal investigation data references

Authority: NC1-AU-78-78

Privacy Act: AO027-1DAJA

Description: Cards kept by Criminal Investigation Division units showing persons involved in criminal investigations. Included are DA Forms 2804(Crime Records Data Reference).

Disposition:

- a. Cards sent to Crime Records Center: Destroy 40 years after date of final report.
- b. Other offices: Review yearly and destroy cards which have not shown an entry in the 3 previous years.

FN: 190-47a

Title: Confinement population and operational reports

Authority: NC-174-098

Privacy Act: Not applicable.

Description: Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities. Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters, forms, and similar documents.

Disposition:

- a. Office performing Army-wide responsibility:
 - (1) Consolidated and special reports: Permanent.
 - (2) Other reports: Destroy after 10 years.
- b. United States Disciplinary Barracks (USDBs): Destroy after 6 years.
- c. Other confinement facilities: Destroy after 2 years.

FN: 190-47b

Table B-44**File category 190: Military Police—Continued**

Title: Individual correctional treatment files

Authority: II-NNA-2141

Privacy Act: A0190-47DAMO

Description: Documents relating to the administration of individual military prisoners in installation confinement facilities and correctional training facilities. Included are court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipt for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, and prisoner personnel records. The correctional treatment file is maintained in a separate file apart from the MPRJ.

Disposition: Destroy 4 years after release of the prisoner from confinement. Transfer of a prisoner from one confinement facility to another will not be construed as release from confinement. When the prisoner is transferred to another such facility, forward file to the receiving confinement facility.

FN: 190-47c

Title: Disciplinary books

Authority: NC1-AU-77-84

Privacy Act: Not applicable.

Description: Documents used by confinement officers for recording, in sequence of occurrence, all breaches of discipline and the action taken. Included are registers and similar documents.

Disposition: Destroy after 5 years.

FN: 190-47d

Title: Confinement facility blotters

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents. Included are blotters, log-books, and similar or related documents.

Disposition: Destroy after 5 years.

FN: 190-47e

Title: Prisoner visitor registers

Authority: NN-166-204

Privacy Act: AO001ATAPC

Description: Documents reflecting all prisoners' visitors. Included are registers and similar or related documents.

Disposition: Destroy 1 year after last entry on the form or register, as applicable.

FN: 190-47f

Title: Prisoner employment files

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Documents used by confinement officers to record work or nonwork assignments of prisoners. Included are registers, cards, and similar or related documents.

Disposition: Destroy after 1 year.

FN: 190-47g

Title: Prisoner status reports and rosters

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes. These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape, and roster of prisoners.

Disposition:

- a. Prisoner roster: Destroy after 6 years.
- b. Other files: Destroy after 2 years. However, prisoner reports and daily strength reports at USDBs will be destroyed after 10 years.

FN: 190-47h

Title: Prisoner personal property and fund files

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Table B-44**File category 190: Military Police—Continued**

Description: Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other disposition of such funds and property. They include individual and summary receipt vouchers, statement of prisoners' accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners' personal deposit funds, request for withdrawal and notification of expenditure of prisoners' personal funds, prisoners' cash account records and personal property list, personal property transmittal slip, request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents.

Disposition: Destroy after 10 years, except Prisoners' Cash Account Record and Prisoners' Personal Property List will be destroyed 10 years after closing of the individual accounts.

FN: 190-47i**Title:** Progress evaluations**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents relating to prisoners restored to duty. Included are semiannual progress reports and similar or related documents.

Disposition:

a. Offices requiring report: Destroy 2 years after receipt of final evaluation.

b. Reporting offices: Destroy after 1 year.

FN: 190-47j**Title:** Prisoner admissions**Authority:** NC-AU-75-34**Privacy Act:** A0190-47DAMO

Description: Documents reflecting the admission of prisoners. Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents.

Disposition: Destroy 10 years after discontinuance of the disciplinary barracks. DO NOT RETIRE.

FN: 190-47k**Title:** Reference cards**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents reflecting data on each prisoner confined. Included are cards and similar or related documents.

Disposition: Destroy on discontinuance.

FN: 190-47m**Title:** Cross-reference cards**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents indicating release date of each prisoner confined. Included are cards and similar or related documents.

Disposition: Destroy on release of individual from confinement.

FN: 190-47n**Title:** Report check sheets**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents used for controlling and recording reports requested and received from individuals or agencies concerning each individual prisoner. Included are check sheets and similar or related documents.

Disposition: Destroy when obsolete.

FN: 190-47o (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 190-47p**Title:** Parole reference data**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents used by parole sections to provide information

Table B-44**File category 190: Military Police—Continued**

on parole actions on each prisoner. Included are DA Forms 1702-R and similar or related documents.

Disposition: Destroy on release of the individual from confinement or from parole status.

FN: 190-47q**Title:** Civilian clothing requisitions**Authority:** NN-166-204**Privacy Act:** A190-47DAPE

Description: Documents used to requisition and obtain receipt for civilian clothing issued to prisoners upon release. Included are requisitions, receipts, and similar or related documents.

Disposition: Destroy on release of individual from confinement.

FN: 190-47r**Title:** Transportation receipts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used in lieu of railroad or other transportation tickets which are delivered to the carrier. Included are receipts and similar or related documents.

Disposition: Destroy after 3 months.

FN: 190-47s**Title:** Prisoner mail files**Authority:** NN-166-204**Privacy Act:** A190-47DAPE

Description: Documents accumulated by postal sections. Included are prisoners' mail record, inmate's receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents.

Disposition:

a. Prisoners' mail records: File in prisoners' corrective treatment file upon release or transfer of prisoner.

b. Checklist for rejected letters and publication record: Destroy after 3 months.

c. Other files: Destroy after 3 years.

FN: 190-47t**Title:** Prisoner appointment passes**Authority:** NN-166-204**Privacy Act:** A190-47DAPE

Description: Documents used to authorize and control movement of individual prisoners to locations for interviews, visits, examinations, and other authorized movements without a guard escort. Included are passes and similar or related documents.

Disposition: Destroy after 1 month.

FN: 190-47u**Title:** Official count files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used to record actual counts of prisoners. Included are registers, logbooks, and similar or related documents.

Disposition: Destroy after 1 month.

FN: 190-47v**Title:** Individual correctional treatment files**Authority:** NN-166-204**Privacy Act:** A0190-47DAMO

Description: Documents accumulated by U.S. Disciplinary Barracks on individuals in confinement, consisting of some semipermanent and some temporary papers as defined below. The correctional treatment file is maintained in a separate file folder apart from the MPRJ.

a. Semipermanent documents are those of continuing value after the release of the individual pertaining to—

(1) Admission, such as general and special court-martial orders, record of general prisoners, and prisoner identification card.

(2) Classification, such as preliminary interview, request for Red Cross social history, fingerprint card, police report, former commanding officers' report, parent's report, wife's report, relative's report, classification recommendations, admission classification summary and continuation sheet, request to transfer prisoner, authorization to transfer prisoner from Federal institution to a disciplinary barracks, reports from outside sources responding to requests for information, social history,

Table B-44**File category 190: Military Police—Continued**

and clemency actions.

(3) Mail, such as prisoners' mail and correspondence record, and express or mail receipts.

(4) Personal property and funds, such as agreement for disposition of industrial earnings and prisoners' personal property lists.

(5) Discipline, such as disciplinary report, record of conduct, punishment inspection record, descriptive list of absentee wanted by the U.S. Army, and report of return of absentee.

(6) Medical, such as report of medical examination, psychologist's reports, psychiatric and sociologic report, and psychiatric determination.

(7) Parole, such as certificate of parole, certificate of release from parole, report of parolee, application for parole, waiver of parole, correspondence with parole adviser.

(8) Other papers not specifically identified below as temporary documents.

b. Temporary documents are those pertaining to—

(1) General prisoners' individual clothing and equipment record.

(2) Requests for withdrawal of personal property or funds agreement of employer.

(3) Chaplain's report.

(4) Education and rehabilitation report.

(5) Letter of transmittal of records and acknowledgment of receipts.

(6) Letter to employer, letter of warning.

(7) Notice to prisoner of change of status.

(8) Notification to next-of-kin of escape.

(9) Present adjustment report.

(10) Report of arrival of parolee.

(11) Request for statement of account and for other records and status letters.

(12) Work and assignment progress reports.

Disposition:

a. Semipermanent portion: Destroy after 25 years.

(1) Files pertaining to military personnel will be forwarded to National Personnel Records Center, 9700 Page Boulevard, St. Louis, MO 63132-5200, 3 months after release from confinement. If individual is released on parole, the files will be forwarded 3 months after expiration of parole.

(2) Files pertaining to civilian personnel will be retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 3 years after release from confinement. If individual is released on parole, the file will be retired 3 years after expiration of parole.

b. Temporary portion: Destroy 3 months after release from confinement. If individual is released on parole, destroy 3 months after expiration of parole.

FN: 190-47w

Title: Individual prisoner personnel files

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Documents accumulated by the office performing Army-wide staff supervision over individuals confined in U.S. disciplinary barracks or Federal prisons. Included are papers relating to the sentence, status, clemency, other actions pertaining to the confinement, and related documents.

Disposition: On release of individual from confinement, destroy papers designated as semipermanent and transfer papers designated as permanent to the official military personnel folder files (FN 640-10b).

FN: 190-47x

Title: Disciplinary status

Authority: NN-166-204

Privacy Act: A0190-47DAMO

Description: Documents relating to the status and disposition of cases involving disciplinary or possible disciplinary action, admonition, or reprimand of military personnel. Included are cards, rosters, and similar documents.

Disposition: Destroy after 1 year.

FN: 190-47y

Title: Physical inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to general and special inspections of

Table B-44**File category 190: Military Police—Continued**

enlisted personnel of an organization. Included are reports and similar documents.

Disposition: Destroy after 1 year.

FN: 190-51a

Title: Access controls (Rescinded; use FN 1v.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 190-53a

Title: Technical Listening Equipment (TLE) tapes

Authority: To be determined.

Privacy Act: A0195-2bCIDC

Description: Information recordings and records of information obtained through interception by means of wiring, telephone bugging or tapping, and other electronic surveillance methods, and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 190-57a

Title: Individual enemy CI files

Authority: NC1-AU-82-9

Privacy Act: Not applicable.

Description: Information on individual enemy civilian internees (CIs). Included are individual personnel jackets containing questionnaires; correspondence; basic personnel and clinical records; reports of injury, escape, apprehension, death, and punishments; records of impounded personal effects and foreign currency; and similar records of enemy CIs.

Disposition: Destroy after 75 years.

FN: 190-57b

Title: Enemy CI general information

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information on the overall operation and conduct of the enemy CI program. It excludes other files described in this record series.

Disposition: Permanent. Retire to WNRC upon termination of CI program.

FN: 190-57c

Title: Enemy CI status inquiries

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Inquiries from Government agencies, Protecting Powers, and the ICRC and inquiries from other interested agencies requesting information on the status of individual enemy CIs.

Disposition: Retire to WNRC upon termination of the CI program. Destroy after 30 years.

FN: 190-57d

Title: Enemy CI complaints and investigations

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Information concerning CI complaints, investigations of CI camp treatment, camp incidents, deaths, and related matters. Included are complaints, reports of action, comments, correspondence with the Protecting Powers, ICRC, and other responsible agencies, and similar information.

Disposition: Permanent. Retire to WNRC upon termination of CI program.

FN: 190-57e

Title: CI strength reports

Authority: NC1-AU-82-25

Privacy Act: Not applicable.

Description: Reports prepared by CI camps and hospitals showing the assigned or attached CI strength, gains, and losses, status of CIs, historical data, and similar information.

Disposition: Permanent. Retire to WNRC upon termination of the CI camp or hospital.

FN: 190-57f

Title: Enemy CI rosters

Table B-44**File category 190: Military Police—Continued**

Authority: NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information identifying CIs captured or interned by, or in the custody of, U.S. Forces. Included are master machine printouts, punched cards, magnetic tapes, or other electronic media.**Disposition:** Permanent. Retire to WNRC upon termination of the CI program.**FN:** 190-57g**Title:** Enemy CI property accounting files**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information which accounts for property confiscated from or held for enemy CIs. Included are receipts for property returned to CI or released to Protecting Power, statements concerning property not returned, locations of property held, and related information.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**FN:** 190-57h**Title:** Enemy CI educational media**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information on the development and use of media designed for use in the CI education program. Included are programs of instruction, lesson plans and outlines, instructor guides, recommendations, evaluations of media, and related information.**Disposition:** Permanent. Retire to WNRC upon termination of CI program.**FN:** 190-57i**Title:** Enemy CI noncontract labor**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:**

a. Information on the use of CI labor or paid work which is not covered by contract, such as CI camp and hospital work, employment by Federal agencies covered by memorandums of agreement, certifications of need for employment of CI, and interdepartmental agreements. Included are copies of the work classifications, pay scales or rates, and related information.

b. Information reflecting the establishment of overall policy and programs for the use of enemy CIs for paid work which is not covered by contract, such as CI camp and hospital work for which compensation is authorized, employment by Federal agencies covered by memorandum agreements, certificates of need for employment of CI, and interdepartmental agreements. Included are policy statements, directives, overall program review, and related information.

Disposition:

a. Destroy after 20 years. Retire to WNRC upon termination of the CI camp or hospital (a above).

b. Permanent. Retire to WNRC upon termination of CI program (b above).

FN: 190-57j**Title:** Enemy CI camp labor reports**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Reports summarizing monthly CI work activity. Data reported include total CI work days assigned, total worked, number of rest days, classification of work, and other data on CI work activity.**Disposition:** Permanent. Retire to WNRC upon termination of the CI camp or hospital.**FN:** 190-57k**Title:** Enemy CI payrolls**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information listing pay and allowances to be credited to and deductions from individual CI accounts. These are copies kept by the CI camp or hospital.**Disposition:** Retire to WNRC upon termination of the CI camp or hospital. Destroy after 20 years.**FN:** 190-57m**Title:** Enemy CI pay data subsidiary files

Table B-44**File category 190: Military Police—Continued**

Authority: NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information containing data used to determine the amount of pay due to CIs for work performed. Data include dates and hours worked, type of work, rate of pay, and related information.**Disposition:** Send with individual enemy CI files (FN 190-57a).**FN:** 190-57n**Title:** Enemy CI pay and allowances records**Authority:** NC1-AU-82-25**Privacy Act:** Not applicable.**Description:** Information showing the day-to-day status of pay and allowances due individual CIs from all authorized sources and deductions to be made. Data are used to prepare CI payrolls and vouchers.**Disposition:** Send with individual enemy CI files (FN 190-57a).

B-39. File category 195: Criminal investigation*a. Prescribing directives.*

(1) AR 195-2, Criminal Investigation Activities.

(2) AR 195-3, Acceptance, Accreditation, and Release of U.S. Army Criminal Investigation Command Personnel.

(3) AR 195-4, Use of Contingency Limitation .0015 Funds for Criminal Investigative Activities.

(4) AR 195-5, Evidence Procedures.

(5) AR 195-6, Department of the Army Polygraph Activities.

b. Description. These records concern functions and procedures related to investigation of criminal incidents affecting or involving U.S. Army personnel, U.S. Government property under Army jurisdiction, or civilian personnel subject to Army investigation. This includes matters pertaining to evidence, polygraphs, special funds, selection and identification of investigators, and other matters appropriate to criminal investigation activities. See table B-45.

Table B-45**File category 195: Criminal investigation**

FN: 195**Title:** General criminal investigation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to criminal investigation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to criminal investigation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 195-2a**Title:** Criminal investigation status report**Authority:** NC1-AU-78-4**Privacy Act:** AO195-2bCIDC**Description:** Information gathered in Headquarters, U.S. Army Criminal Investigation Command (HQ, USACIDC) which provides information on

Table B-45**File category 195: Criminal investigation—Continued**

the status of criminal investigations. Included are reports, action officers' activity summaries, letters, messages, notes, reports of investigation containing witness statements, subject statements, agent statements, documents evidence, action log (numerical sequence), and related information.

Disposition: Destroy in CFA after 5 years except that selected information containing data of current operational value will be reviewed yearly for continued retention not to exceed 20 years.

FN: 195-2b

Title: Criminal investigation cases

Authority: NC1-AU-77-131

Privacy Act: AO195-2bCIBC

Description: CID reports of investigation and all other investigative records and reports controlled by CID Action Record with the exception of those addressed under FN 195-2a and 195-2h through 195-2m.

Disposition:

a. Crime Records Center, HQ, USACIDC: Destroy 40 years after date of final action.

(1) Initial and status reports received by Crime Records Center: Destroy after receipt of final report at Crime Records Center, unless it contains data not included with final report.

(2) Initial and status reports retained by Crime Records Center will be destroyed 40 years after final action.

b. USACIDC regions, districts, field offices:

(1) Information copies received from preparing agency: Destroy after 1 year or when no longer needed.

(2) Other copies: Destroy 3 years after date of final report, unless a report of disciplinary action is required, in which case destroy 3 years after date of report of disciplinary action.

c. Resident agency: Transfer to parent element 1 year after date of final report, unless a report of disciplinary action is required, in which case, transfer to parent element 1 year after date of report of disciplinary action.

d. Actions closed on CID Form 66 (CID Action Record): Destroy 3 years after date of final action.

FN: 195-2c

Title: U.S. Army Criminal Investigation Laboratory reports

Authority: NC1-AU-79-2

Privacy Act: AO195-2bCIBC

Description: Retained copies at U.S. Army Criminal Investigation Laboratory of laboratory reports, findings, ballistics tests, chemical analyses, forms, and indexes prepared in conducting test of material which may be used as evidence or exhibits in criminal investigations.

Disposition: Destroy after 5 years.

FN: 195-2d

Title: Criminal investigative case or complaint log

Authority: NC1-AU-77-126

Privacy Act: AO195-2bCIBC

Description: Logs which show information necessary to facilitate and control criminal investigative actions.

Disposition:

a. Crime Records Center, HQ, USACIDC: Destroy 40 years after date of final actions.

b. HQ, USACIDC, Region HQ, other subordinate elements: Destroy 3 years after final action on all entries.

FN: 195-2e

Title: CID investigative activities reports

Authority: NC1-AU-77-126

Privacy Act: Not applicable.

Description: Information containing statistical and analytical data on Reports Investigation, Crime Prevention Surveys, Criminal Information Reports, laboratory examinations, and other CID investigation activities. Included are CID Form 41 (Summary Report on CID Activities), CID Form 49 (Monthly Report of USACIL Activities), recurring reports and studies, and related ADP registers.

Disposition:

a. HQ, USACIDC: Destroy in CFA after 6 years.

b. Region headquarters and subordinate elements: Destroy in CFA after 1 year.

FN: 195-2f

Title: Photographic identification

Table B-45**File category 195: Criminal investigation—Continued**

Authority: NC1-AU-78-83

Privacy Act: AO195-2bCIBC

Description: Photographs of persons who are suspects or subjects of criminal investigations. Included are separate control logs and ledgers providing identifying data on the person and photograph and related information.

Disposition: Destroy in CFA after 3 years, except that selected photographs and related information will be kept and reviewed yearly for continued retention, not to exceed 5 years.

FN: 195-2g

Title: Source files

Authority: NC1-AU-81-4

Privacy Act: AO195-2aCIBC

Description: Information relating to sources used in the conduct of investigations. Included are CID Form 20 (Informant Data Cards), CID Form 28 (Agent Activity Summaries), cross index cards, and related information.

Disposition:

a. HQ, USACIDC: All source files: Destroy in CFA 15 years after termination of source's service.

b. USACIDC Region Headquarters and subordinate USACIDC elements:

(1) Master source file: Destroy when no longer needed to control or facilitate work.

(2) Sources files and cross index cards:

(a) Level I Drug Suppression Team Information: Destroy in CFA 15 years after termination of informant's service.

(b) All other: Destroy in CFA 3 years after termination of informant's service.

c. Other subordinate USACIDC elements:

(1) Master source files: Destroy after 3 years.

(2) Informant files and cross index cards: Destroy in CFA 3 years after termination of informant's service.

FN: 195-2h

Title: Criminal intelligence reports and cross-index cards

Authority: NC1-AU-77-157

Privacy Act: AO380-13aDAPE

Description: Information on any person, civilian or military, involved in or reporting possible criminal activity affecting the U.S. Army's interests, property, and personnel. This may include information on persons; action officer's activity summary; letters, messages, notes, or reports on investigations containing witness statements, subject statements, and technical investigation data; indices containing codes for the type of crime, and agencies, firms, DA, and DOD organizations which were the subjects of criminal investigations.

Disposition:

a. HQ, USACIDC: Destroy in CFA when no longer needed. Reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy in CFA after 5 years or earlier when reports are no longer needed. Deleted reports and corresponding cards containing information of current operational value may be kept past 3 years, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, other elements designated by the region commander: Destroy in CFA after 3 years or earlier when no longer needed.

FN: 195-2i

Title: Criminal Intelligence Bulletins (CIB)

Authority: NC1-AU-77-158

Privacy Act: Not applicable.

Description: A CIB is used to send out criminal intelligence to subordinate units within USACIDC. The CIB contains the review and analysis of criminal intelligence reports, reports of investigation, the crime prevention survey, and other investigative information received.

Disposition:

a. HQ, USACIDC: Destroy in CFA when reports are no longer needed. Selected reports containing information of current operational value may be kept and reviewed yearly for continued retention, not to exceed 20 years.

b. Region headquarters: Destroy after 1 year except that selected bulletins and corresponding information of current operational value may

Table B-45**File category 195: Criminal investigation—Continued**

be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

c. Districts, field offices, and other elements designated by the region commander: Destroy after 1 year, except that selected bulletins and corresponding cards containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

FN: 195-2j

Title: Lateral criminal intelligence reports

Authority: NC1-AU-77-159

Privacy Act: A0195-2bCIDC

Description: Information on any person, civilian or military, suspected of involvement in a possible criminal activity affecting the U.S. Army's interests, property, and personnel.

Disposition:

a. HQ, USACIDC and region headquarters: Destroy after 3 years.

b. Separate districts, field offices, and designated residents agencies: Destroy after 3 years.

FN: 195-2k

Title: Essential elements of criminal intelligence (EECI)

Authority: NC1-AU-77-160

Privacy Act: Not applicable.

Description: Specific items of information and development of information pertaining to criminal activities and crime prone areas.

Disposition:

a. HQ, USACIDC: Destroy after 1 year, except that selected EECI containing information of current operational value may be kept past 1 year, and thereafter reviewed yearly for continued retention, not to exceed 5 years.

b. Region headquarters: Destroy after 1 year.

c. Districts, field offices, and designated resident agencies: Destroy after 3 years.

FN: 195-2m

Title: Criminal intelligence data

Authority: NC1-AU-77-161

Privacy Act: Not applicable.

Description: Information created by districts, field districts, and subordinate elements designated by the region commander containing raw data and significant data kept separately.

Disposition: Destroy in CFA after 3 years or earlier when no longer needed.

FN: 195-2n

Title: Criminal intelligence index printouts

Authority: NC1-AU-77-162

Privacy Act: A0380-13DAMO

Description: Indexes which contain lists of names, offenses and information on the methods of operation reported in Criminal Information Reports.

Disposition: Destroy when superseded.

FN: 195-3a

Title: CID investigator badge and credential controls

Authority: NC1-AU-82-2

Privacy Act: A0195-6USACIDC

Description: Information showing the issue and control of credentials naming CID investigator personnel. Included are receipts, registers, inventories, destruction lists, and related documents.

Disposition:

a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials.

b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

FN: 195-4a

Title: CID fund files

Authority: NC1-AU-77-120

Privacy Act: A0195-4USACIDC

Description: Information on the expenditure of funds for expenses incurred in discharging assigned duties of criminal investigators not otherwise payable from DA funds. Included are vouchers, subvouchers and supporting information, records of advanced funds, voucher registers, and CID clothing records.

Table B-45**File category 195: Criminal investigation—Continued**

Disposition: Destroy 1 year after inspection and clearance by Comptroller, USACIDC.

FN: 195-5a

Title: Evidence ledgers and evidence custody files

Authority: NC1-AU-81-67

Privacy Act: Not applicable.

Description: Information created by the U.S. Army Criminal Investigation Command and by Military Police worldwide. It consists of information showing the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings. This information is used by criminal investigators or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related information. (USACIDC and MP field units will forward a copy of each related evidence custody document with all final reports to Crime Records Center. They will be kept with Criminal Investigation Case Files.)

Disposition:

a. Evidence ledger: Destroy 3 years after all items of evidence have been disposed of.

b. Evidence custody information: Destroy original information 3 years after final disposition of evidence.

FN: 195-6a

Title: Polygraph examinations

Authority: NN-166-204

Privacy Act: A0195-6USACIDC

Description: Copies of examination records (other than original copies attached to the original Crime Records Center copies of CID Reports of Investigation) and exhibit copies of polygraph examination reports.

Disposition: Destroy 3 months after the pertinent investigation report has been closed or completed.

FN: 195-6b

Title: Polygraph certifications

Authority: NC1-AU-77-127

Privacy Act: A0195-6USACIDC

Description: Information on certification of polygraph examiners.

Included are applications, recommendations, approvals, disapprovals, and related information.

Disposition:

a. Approved certification: Destroy in CFA 10 years after separation or retirement of person.

b. Disapproved certification and related information: Destroy after 1 year.

B-40. File category 200: Environmental quality

a. *Prescribing directive.* AR 200-1, Environmental Protection and Enhancement.

b. *Description.* These records concern actions relating to Army environmental management, including programs, policies, instructions, and activities. Also included are matters affecting the quality of the environment, such as impact on the atmosphere, natural resources, water, and the community. See table B-46.

Table B-46**File category 200: Environmental quality**

FN: 200

Title: General environmental quality correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to environmental quality which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

Table B-46**File category 200: Environmental quality—Continued**

b. **NOACTION:** Matters relating to environmental quality that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NOACTION:** Destroy when no longer needed for current operations.

FN: 200-1a

Title: Environmental pollution abatement files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to abate such pollution as may exist. Included are inventories of sources of pollution and annual report describing progress in accomplishing objectives of environmental pollution abatement plans.

Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated or summary reports: Permanent.

(2) Other records: Destroy when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

FN: 200-1b

Title: Environmental pollution complaints

Authority: NN-166-204

Privacy Act: Under development.

Description: Information on complaints regarding alleged environmental pollution by activities at Army installations. Included are letters of complaint, investigations, studies, and replies to complaints.

Disposition: Destroy 10 years after close of case.

FN: 200-1c

Title: Hazardous material management files

Authority: NC1-AU-83-11

Privacy Act: Not applicable.

Description: Information on the chemical, biological, radiation, contaminant, explosives, and military hardware aspects of installation restoration, including navigable waters, natural resources, on-shore and off-shore facilities, any contaminant release resulting in exposure to personnel, and special nuclear materials from a nuclear incident. Included are investigations, reports, surveys, permits, recommendations, and similar information.

Disposition:

a. Records predating 1981: Destroy in 2031.

b. Records from 1981 onward: Destroy after 50 years.

B-41. File category 210: Installations*a. Prescribing directives.*

(1) AR 210-1, Private Organizations on Department of the Army Installations.

(2) AR 210-7, Commercial Solicitation on Army Installations.

(3) AR 210-10, Administration.

(4) AR 210-11, Installations—Billeting Operations.

(5) AR 210-12, Establishment of Rental Rates for Quarters Furnished Federal Employees.

(6) AR 210-15, Activation, Inactivation, or Change in Status of Installations.

(7) AR 210-20, Master Planning For Army Installations.

(8) AR 210-25, Vending Facility Program For the Blind on Federal Property.

(9) AR 210-30, Selection of Sites for Army Installations.

(10) AR 210-47, State and Local Taxation of Lessee's Interest in Wherry Act Housing (Title VIII of the National Housing Act).

(11) AR 210-50, Family Housing Management.

(12) AR 210-51, Army Housing Referral Service Program.

(13) AR 210-60, Personal Check Cashing Control and Prevention of Abuse.

(14) AR 210-130, Laundry and Dry Cleaning Operations.

(15) AR 210-135, Banks and Credit Unions on Army Installations.

(16) AR 210-190, Post Cemeteries

b. Description. These records concern administrative and management functions pertaining to installations and responsibilities of installation commanders. Subject functional areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sales of products and services, and similar functions applicable at the installation level not specifically provided for in other series. See table B-47.

Table B-47**File category 210: Installations**

FN: 210

Title: General installations correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature, and other information relating to installations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NOACTION:** Matters relating to installations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NOACTION:** Destroy when no longer needed for current operations.

FN: 210a

Title: Installation maintenance programs

Authority: NC1-AU-81-48

Privacy Act: Not applicable.

Description: Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 6 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 210-1a

Title: Private organizations

Authority: NC1-AU-81-27

Privacy Act: Not applicable.

Description: Information about private organizations authorized to operate on Army installations under AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist, charter or constitution and bylaws, requests for permission to operate, including support documentation and installation approval letter, annual revalidation, copies of minutes of latest meeting, if required by the Commander, copy of IRS tax-exempt status or documentation showing that proper taxes are being paid, and related information. (These records are exempt from the requirements of AR 380-13.)

Disposition: Destroy 1 year after private organization ceases to operate on the installation.

FN: 210-7a

Table B-47**File category 210: Installations—Continued****Title:** Commercial business solicitations**Authority:** NC1-AU-84-43**Privacy Act:** AO001aTAPC

Description: Information relating to approval and disapproval of business solicitation activities on Army installations. Included are requests for authorization of accreditation of companies, agents, vendors, salesmen, and solicitors, and related information. Records are kept alphabetically by name for both agents and companies, with a cross-reference to maintain information reflecting a pattern of each company's culpability in the actions of its agents and actions of individual agents who represent several companies.

Disposition:

a. Records of suspensions, revocations, or other actions taken against agents or companies for violations of regulations: Destroy after 10 years. Keep in CFA.

b. Other records: Destroy when no longer needed for current operations.

FN: 210-7b**Title:** Expelled or barred person files**Authority:** NN-166-204**Privacy Act:** A0210-7DAPE

Description: Information showing the expulsion and barring of persons from Army installations. Included are expulsion orders, investigative reports, and related information.

Disposition: Destroy on revocation.

FN: 210-7c**Title:** Appraisal qualifications**Authority:** NN-166-204**Privacy Act:** AO001aTAPC

Description: Brochures, pamphlets, questionnaires, lists, and related correspondence pertaining to the qualifications and experience of firms and individuals soliciting services.

Disposition: Destroy on supersession except the qualification and experience record card will be kept until discontinuance of the firm.

FN: 210-10a**Title:** Departure clearances**Authority:** NN-166-204**Privacy Act:** A0600-8-1DACF

Description: Information concerning clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.

Note: If it is convenient to do so, the retained (installation) copy of departure clearance documentation may be included in the military personnel assignment file under FN 614-200b.

Disposition: Destroy after 1 year.

FN: 210-10b**Title:** Lodging files**Authority:** NN-166-204**Privacy Act:** AO210-50CE

Description: Information accumulated in connection with furnishing lodging and related services for transient personnel at installations and activities. It excludes nonappropriated fund files. Included are register cards, register books, quarters reports, transient and cash collection reports, and laundry reports.

Disposition: Destroy after 2 years.

FN: 210-10c**Title:** Miscellaneous civil works activity supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described in this category.

Disposition: Destroy 1 year after the prescribed cut off for the subordinate office copy. Earlier destruction is authorized.

FN: 210-11a**Title:** Unaccompanied personnel housing (UPH) and guest housing (GH) files**Authority:** NN-166-204**Privacy Act:** AO210-50CE:

Description: Information accumulated in carrying out installation billeting operations prescribed by AR 210-11. Included are 5-year plan for billeting operations; correspondence on acquisition of guest housing

Table B-47**File category 210: Installations—Continued**

and leasing of units; information showing assignment of individuals to leased quarters; coordination with facility engineering to identify nonrecurring maintenance, repair, and improvements; reallocation, diversion, conversion, and disposal of UPH and GH; information on UPH and GH operations; reports indicating transient quarters occupancy; UPH inventory and occupancy; and determination of bachelor housing requirements; and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 210-12a**Title:** Appraiser precedents**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information gathered by appraisers responsible for preparation of appraisal reports, such as notes, background information, copies of reports, and such source data.

Disposition: Destroy on supersession, obsolescence, or when the installation to which they relate is declared excess.

FN: 210-12b**Title:** Rental value appraisals**Authority:** II-NNA-242**Privacy Act:** Not applicable.

Description: Information on the appraisal and reappraisal of Government-owned housing rented to civilians. Included are rental schedules, copies of appraisal reports, and similar information.

Disposition: Destroy on receipt of new reappraisal or on discontinuance of function for any reason.

FN: 210-12c**Title:** Abstractor lists**Authority:** NN-166-204**Privacy Act:** AO001aTAPC

Description: List of persons or firms approved by Department of Justice to qualify as abstractors.

Disposition: Destroy on supersession.

FN: 210-15a**Title:** Reserve facilities licenses**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on authorizations and agreements providing for use of Army Reserve facilities by local, civic, and other nonprofit organizations.

Disposition: Destroy 2 years after termination.

FN: 210-20a**Title:** Master plans**Authority:** NC1-AU-81-34**Privacy Act:** Not applicable.

Description: Information relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).

Disposition:

a. Installation to which the plan pertains:

(1) If listed in the National Register of Historical Places: Permanent. Retire upon closure of the installation or on revision of the master plan as a result of mission changes.

(2) If not listed in the National Register of Historical Places: Destroy 20 years after supersession or 20 years after the installation is transferred from Army control, whichever is first.

b. OCE: Destroy on supersession or when the installation is transferred from Army control, whichever is first.

c. Other offices: Destroy after 6 years, except the master plan will be destroyed upon supersession or discontinuance of the installation or facility.

FN: 210-20b**Title:** Military construction projects**Authority:** NC1-AU-85-68**Privacy Act:** Not applicable.

Description:

Table B-47**File category 210: Installations—Continued**

a. Information pertaining to sites or properties listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties (AR 200-1 and TM5-801-1). Included are authorizations, justifications, tests, investigations, geological data, cement and concrete reports, foundation reports, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, and inspection reports.

b. Information pertaining to sites or properties not listed in the National Register of Historical Places and information on the planning, design, and construction of specific projects or properties. Included are authorizations, justifications, tests, investigations, geological investigations, cement and concrete reports, logbooks, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" drawings, shop drawings, progress photographs, inspection reports, and completion reports.

Disposition:

a. For a above—

(1) OCE: Destroy when no longer needed for current operations.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Permanent.

b. For b above—

(1) OCE and OTSG: Destroy when no longer needed for current operations. Transfer "as-built" plans, including original tracings; site plans; reservation maps; reproducible copies of standard drawings indicating the "as-built" changes; final approved shop drawings; copies of construction contracts; specifications; and copies of final design analyses to the using service after acceptance of the facility.

(2) Other offices of the Army Staff and major and intermediate command headquarters: Destroy 2 years after completion of project.

(3) Field offices: Destroy 10 years after completion of project, except that analyses of design will be retained until project is abandoned or passes from DOD control.

FN: 210-20c

Title: Site selection report informational files

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Information gathered by offices of the Army Staff which receive and pass along site selection reports to offices in charge of the review and approval of the reports. These files include communications forwarding the reports and copies of the reports.

Disposition: Destroy after 5 years.

FN: 210-20d

Title: Master planning reviews

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the review and approval of master plans of permanent Army installation.

Disposition: OCE: Destroy after 10 years and retire after 5 years.

FN: 210-20e

Title: Range clearances

Authority: II-NN-3358

Privacy Act: Not applicable.

Description: Information on locating and disposing of unexploded ammunition on firing ranges at installations. Included are maps of the installation; returned copies of certificates of decontamination attesting to the removal of high explosives from specified areas and the examination of scrap metal salvaged therefrom; statements in place of certificates of decontamination; daily reconnaissance reports showing type of ammunition discovered, location, and disposition effected and initial and final reports on the dud disposal program; and on decontamination in general.

Disposition: Destroy 10 years after completion of the removal project.

FN: 210-24a

Title: Financial institutions (Rescinded; use FN 210-135c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-47**File category 210: Installations—Continued**

FN: 210-24b

Title: Financial institution establishments and terminations (Rescinded; use FN 210-135a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 210-24c

Title: Financial institution operations (Rescinded; use FN 210-135b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 210-25a

Title: Vending Facility Program for the Blind on Federal Property

Authority: N1-AU-89-11

Privacy Act: AO001aTAPC

Description: Documents established by implementation of the Randolph-Sheppard Act in accordance with AR 210-25. Included are identification of suitable sites; applications; approved permits; correspondence concerning operation of the vending facilities, such as complaints or requests for stockage, or facility conditions; and reports.

Disposition:

a. Applications and approved permits: Destroy one year after termination of service.

b. Application for permits that have been denied: Destroy 2 years after denial.

FN: 210-30a

Title: Site selections

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Information on the investigation and selection of sites for military activities which are created in offices below the Army Staff level. Included are directives authorizing site survey and site selection reports.

Disposition: Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files on unselected sites may be kept for use with future selections until acquired or until rejected as unsuitable for the intended purpose.

FN: 210-47a

Title: Tax negotiations

Authority: NN-165-169

Privacy Act: Not applicable.

Description: Information on negotiations with State or local tax authorities on such matters as tax refunds, tax exemptions, or the validity or applicability of taxes. Included are requests for authority to negotiate with tax authorities; approvals or disapprovals; reports of improper, invalid, or excessive taxes; reports of negotiations; information reflecting legal advice; communications with tax authorities; and related information.

Disposition:

a. OTJAG and negotiating offices: Destroy 20 years after completion of negotiation.

b. Other offices: Destroy after 2 years.

FN: 210-50a

Title: Installation housing files

Authority: NC1-AU-78-119

Privacy Act: Not applicable.

Description: Information gathered in determining the need for housing at installations. Included are studies, reports, Federal Housing Administration comments and recommendations, and certificates of need.

Disposition:

a. Office having Army-wide responsibility: Destroy 10 years after approval or disapproval, as appropriate.

b. Other offices: Destroy after 6 years.

FN: 210-50b

Title: Real property utilization files

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-47**File category 210: Installations—Continued**

Description: Information on the use and status of real property, including space utilization criteria, the use of space in problem areas such as metropolitan areas, inspections or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

Disposition:

- a. OCE: Destroy on supersession by a new report or on transfer of related installation from Army control.
- b. Other offices: Destroy after 2 years or on discontinuance of the installation, except that a current copy of the real property utilization report will be kept on discontinuance and transferred to a representative of OCE.

FN: 210-50c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 210-50d

Title: Building maintenance files

Authority: NC1-AU-81-47

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 210-50e

Title: Installation troop housing files

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information relating to housing and billeting of permanent party. Included are memorandums on housing, strength, utilization, and capacity reports, adequacy, utilization, and suitability reports, housing schedules, and related information.

Disposition: Destroy after 3 years.

FN: 210-50f

Title: Installation housing project tenancy files

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information that may gather in offices of housing project directors relating to rental of units. Included are applications for quarters, character reference letters, rental deduction notices, property inventories, cancellation of rental deduction notices, and similar information.

Disposition: Destroy 3 years after termination of quarters occupancy.

FN: 210-50g

Title: Family housing cost controls

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information on the control of costs for alteration and repair of family housing units to ensure that amounts expended comply with limitations set by law. Included are cumulative cost, cards, copies of job orders, work orders, contracts, issue slips, and information reflecting expenditures.

Disposition:

- a. Cards showing cumulative costs: Destroy 11 years after entry on card.
- b. Other files: Destroy after posting to the cumulative cost card, except that copies of work orders used for posting to the cumulative cost card will be filed and disposed of as provided in FN 420-17e.

FN: 210-50h

Title: Family housing leasing files

Authority: NN-166-204

Privacy Act: A210-0CE

Description: Information on leasing housing to provide necessary quarters for qualified DA personnel. Included are requests for approval to lease, authorizations to lease, leasing and rental surveys, and similar information.

Table B-47**File category 210: Installations—Continued**

Disposition: Destroy 3 years after lease terminates, is canceled, lapses, or after any litigation is concluded.

FN: 210-50i

Title: Family housing rental rates

Authority: NN-166-204

Privacy Act: A210-50CE

Description: Information on the establishment of rental rates for family housing units. Included are surveys, schedules, and statistical data.

Disposition: Destroy after 10 years.

FN: 210-50j

Title: Housing referral services

Authority: NC1-AU-78-73

Privacy Act: A210-50CE

Description: Information on providing guidance and referral service on available housing. Files may gather in housing referral offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other agencies.

Disposition: Destroy after 5 years.

FN: 210-50k

Title: Offpost rental housing reports

Authority: GRS 15, Item 3

Privacy Act: A210-50CE

Description: Information reflecting conditions affecting offpost rental housing. Included are offpost housing census reports, DOD offpost family housing survey reports, status of family housing assets reports, and similar information.

Disposition: Destroy after 2 years.

FN: 210-50m

Title: Certificates of eligibility

Authority: GRS 15, Item 4

Privacy Act: A210-50CE

Description: Information relating to certification of a person's eligibility to participate in the housing program. Included are applications, approvals, certificates of eligibility, and similar information.

Disposition: Destroy 3 years after termination of eligibility.

FN: 210-50n

Title: Furnishings, equipment inventory, and management files

Authority: NC1-AU-79-77

Privacy Act: Not applicable.

Description: Information on the management of furnishings for family and bachelor housing and transient quarters. Included are inventory reports of all types of household furnishings and equipment, planned procurement and redistribution of assets, approvals for redistribution of housing excesses, cost comparison analyses, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 3 years.

FN: 210-50p

Title: Family housing maintenance, repair, incidental improvement, and minor construction projects

Authority: NC1-AU-79-77

Privacy Act: Not applicable.

Description: Information gathered in the review and approval of projects for maintenance, repair, incidental improvement, and minor construction of family housing. Included are requests for approval, technical reviews, approvals, specifications, plans, estimates, cost analyses, economic analyses, environmental impact statements, cost control records, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
- b. MACOMs: Destroy 1 year after completion of project.
- c. Other offices: Destroy 3 years after completion of project.

FN: 210-50q

Title: Family housing new construction and line item improvements

Authority: NC1-AU-79-77

Privacy Act: Not applicable.

Description: Information gathered in planning, development, design, and construction of new family housing projects and remodeling,

Table B-47**File category 210: Installations—Continued**

conversion, or addition to existing structures. Included are land use studies, economic analyses, environmental impact statements, plans and specifications, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 3 years after completion of project.
- b. Other offices: Destroy 2 years after completion of project.

FN: 210-50r**Title:** Family housing project status reports**Authority:** NC1-AU-79-77**Privacy Act:** Not applicable.

Description: Information that reports the status of current projects. Included are quarterly reports under the Family Housing Management Account(FHMA)/BP 1800 and 1900 programs.

Disposition: Destroy after 1 year.**FN:** 210-50s**Title:** Quarters terminations**Authority:** NC1-AU-86-69**Privacy Act:** A210-50CE

Description: Information relating to termination of Government quarters assignments due to change of sponsor's status, removal of quarters from surplus status, for medical reasons, misconduct of the sponsor, misuse or illegal use, or any other reason as authorized by AR 210-50. Included are notifications of termination, exceptions to time requirements for vacating quarters, arrangements for prepayment of custodial contractors because of evictions, and similar information.

Disposition:

- a. Files involving adverse actions (evictions, illegal use or misconduct by sponsor, potential litigation): Destroy 6 years after termination action.
- b. All other files: Destroy in CFA 3 years after termination action.

FN: 210-51a**Title:** Offpost housing complaints and investigations**Authority:** NN-166-204**Privacy Act:** AO210-50CE

Description: Information on complaints and investigations of offpost housing. Included are complaints from military personnel and owners or operators of housing facilities, investigative data, fact statements, acceptance statement, and withdrawal notices.

Disposition:

- a. Office having Army-wide responsibility: Destroy 5 years after completion.
- b. Other offices: Destroy 2 years after completion.

FN: 210-51b**Title:** Realtor lists**Authority:** NC1-AU-78-73**Privacy Act:** A210-50CE

Description: Information consisting of cards reflecting approved realtors and available housing. They may accumulate in Army housing referral offices.

Disposition: Destroy individual cards when no longer needed for current operations.**FN:** 210-51c**Title:** Specific rental actions**Authority:** NC1-AU-78-73**Privacy Act:** A210-50CE

Description: Information on specific actions taken to provide offpost rental housing for Army personnel. These files may gather in housing referral offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related information arranged by name folders.

Disposition: Destroy 3 months after move from Government housing, move to another installation, or upon separation from service.**FN:** 210-60a**Title:** Check cashing privileges**Authority:** NC1-AU-80-47**Privacy Act:** A0210-60SAFM

Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of

Table B-47**File category 210: Installations—Continued**

bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

Disposition:

- a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.
- b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.

FN: 210-60b**Title:** NAF report of audits (Rescinded; use FN 36-5j.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 210-130a**Title:** Unit and organizational laundry files**Authority:** NN-166-204**Privacy Act:** A0210-130DALO

Description: Documents maintained by a unit or organization controlling the receipt and delivery of laundry and drycleaning and in collecting payment. Included are laundry and drycleaning collection and delivery sheets; hospital, transport, and organization laundry lists; laundry and drycleaning adjustment vouchers; and similar information.

Disposition: Destroy after 1 year, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.**FN:** 210-130b**Title:** Station laundry and drycleaning accounts**Authority:** NN-166-204**Privacy Act:** AO210-130DALO

Description: Documents reflecting total receipts and workload of laundry and drycleaning operations. Included are abstracts of laundry work for individual patrons, abstracts of enlisted and organizational laundry and drycleaning (with and without cash reimbursement), cash collection vouchers, periodic reports of laundry and drycleaning operations, and similar information.

Disposition: Destroy after 2 years, except destroy DA Forms 3799 and related control documents 3 months after individual terminates use of the service.**FN:** 210-130c**Title:** Station laundry and drycleaning receipts**Authority:** NN-166-204**Privacy Act:** AO210-130DALO

Description: Documents used for the receipt and control of laundry and drycleaning. Data from these documents are abstracted for use in cash receipt and workload accounting. Included are drycleaning lists, laundry lists, roster and statement, abstracts of laundry or drycleaning organizational work, and machine tapes.

Disposition: Destroy after 1 year.**FN:** 210-130d**Title:** Army laundry and drycleaning surveys**Authority:** To be determined.**Privacy Act:** Not applicable.

Description: Documents resulting from actions taken to evaluate and improve the overall Laundry and Drycleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.

Disposition: Retain in CFA until disposition instructions are published in this regulation.**FN:** 210-130e**Title:** Laundry and drycleaning facility establishment files**Authority:** To be determined.**Privacy Act:** Not applicable.

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of laundry and drycleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Table B-47**File category 210: Installations—Continued**

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 210-130f

Title: Laundry and drycleaning layout reviews

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to the technical review of layout plans for the construction of, significant modification to, or deviation from standard plans for laundry and drycleaning facilities and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 210-130g

Title: Laundry and drycleaning program reports

Authority: To be determined.

Privacy Act: Not applicable.

Description: Reports used for supervision, rendering assistance and advice, and review and analysis of the Laundry and Drycleaning Program.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 210-135a

Title: Financial institution establishments and terminations

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking and credit union offices and designated depositories. Included are requests, recommendations, authorizations, requests and authorizations for extension of services, notices of termination, leases, and related information.

Disposition: Destroy on termination or discontinuance of facility, bank, or branch.

FN: 210-135b

Title: Financial institution operations

Authority: GRS 6, Item 3a

Privacy Act: Not applicable.

Description: Information on the operation of established banking and credit union offices and designated depositories. Included are quarterly statements and reviews, reports of services rendered and expenses incurred, correspondence related to hours of operation and services rendered, and comparable information.

Disposition: Destroy after 2 years.

FN: 210-135c

Title: Financial institutions

Authority: NN-165-15

Privacy Act: Not applicable.

Description: Information on the establishment and termination of banking and credit union offices (including main offices, branches, facilities, automated teller machines, and conversion points). Included are requests for approval to establish offices, with related studies, requests to modify established offices, approvals, disapprovals, operating or service agreements, leases, quarterly review consolidations, notifications to Chief of Engineers, and similar information.

Disposition: Destroy 10 years after disestablishment of related facility.

FN: 210-190a

Title: Cemetery correspondence

Authority: NC-AU-75-30

Privacy Act: AO210-190TAPC

Description: Information kept by field offices in connection with the general administration, operations, and maintenance of cemeteries and other burial installations. Included are retained copies of statistical reports made to State or local vital statistics offices, correspondence on authorization for interment, costs and method of operation of burial installations, gravesite reservations, maintenance of the installations, and similar operating matters, correspondence with the next of kin, higher headquarters, veterans organizations, and others pertaining to remains buried or to be buried in a cemetery, burial locations and burial

Table B-47**File category 210: Installations—Continued**

space, funeral arrangements, headstones and markers, military honors and donations, and similar information.

Disposition: Destroy after 5 years.

FN: 210-190b

Title: Cemetery engineering plans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the correlation of all engineering information received for preparation of the planning and designing of cemeteries. Included are prints, reproduces of layout maps, plans, and specifications.

Disposition: Offices of the Army Staff: Destroy when superseded or obsolete.

FN: 210-190c

Title: Cemetery interment files

Authority: NC1-AU-81-25

Privacy Act: AO210-190TAPC

Description: Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 210-190d

Title: Interment controls

Authority: NC1-AU-81-25

Privacy Act: Not applicable.

Description: Information providing a central interment record of decedents interred in Army national cemeteries, post cemeteries, and soldiers' lots. Included are DA Form 2122 and similar information.

Disposition: Permanent. Keep in CFA. In coordination with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

FN: 210-190e

Title: Individual gravesite reservations

Authority: NC1-AU-81-25

Privacy Act: AO210-190TAPC

Description: Information reflecting reservations of gravesite for individuals. Included are gravesite reservation forms, letters of cancellation, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy on cancellation or on receipt of report of interment indicating utilization of gravesite.

b. Cemeteries: Destroy on cancellation. On utilization of gravesite, forward with interment report to office having Army-wide responsibility.

FN: 210-190f

Title: Gravesite reservation surveys

Authority: NC1-AU-78-95

Privacy Act: AO210-190TAPC

Description: Information reflecting periodic surveys to determine whether or not individual reservations are still desired, including changes in status of reservees. Included are cards, correspondence, and similar information.

Disposition: Destroy on cancellation or use of reservation.

FN: 210-190g

Title: Periodic cemetery reports

Authority: NC1-AU-80-14

Privacy Act: Not applicable.

Description: This information includes installation monthly, quarterly, or periodic reports such as national cemetery report, Part A monthly summary of interments and gravesites, national cemetery report, Part B quarterly summary, similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, and personnel.

Disposition: Destroy after 5 years.

FN: 210-190h

Title: Cemetery planning estimates

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-47**File category 210: Installations—Continued**

Description: Information on estimates of costs for use in connection with the 5-year planning program.

Disposition: Office of the Army Staff: Destroy after 5 years.

FN: 210-190i

Title: Burial registers

Authority: NC-AU-75-30

Privacy Act: Not applicable.

Description: Registers kept at cemeteries, such as records of interments and reservations, and similar documents on which are recorded the section, plot, and grave numbers, decedent's name, grade, or rating, and date of interment or date reservation was made.

Disposition: Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the OCRHA or retired to the Washington National Records Center, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

FN: 210-190j

Title: Installation and gravesite layouts

Authority: NC1-AU-81-15

Privacy Act: Not applicable.

Description: Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

Disposition: Permanent. Retain at installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office having Army-wide responsibility.

FN: 210-190k

Title: Cemetery visitor registers

Authority: NC1-AU-78-42

Privacy Act: AO001aTAPC

Description: Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

Disposition:

- a. National cemeteries: Destroy 3 months after date of last entry.
 - b. Temporary overseas cemeteries: Destroy 3 months after closing of cemetery.
 - c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.
-

FN: 210-190m

Title: Cemetery historical files

Authority: NC1-AU-78-42

Privacy Act: Not applicable.

Description: These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, newspaper and magazine articles pertaining to the installation, and related information.

Disposition:

- a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
 - b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.
-

B-42. File category 215: Morale, welfare, and recreation

a. Prescribing directives.

(1) AR 215-1, The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

(2) AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities.

(3) AR 215-3, Nonappropriated Funds Personnel Policies and Procedures.

(4) AR 215-4, Nonappropriated Fund Contracting.

(5) AR 215-5, Nonappropriated Funds Accounting Policy and Reporting Procedures.

(6) AR 215-7, Civilian Nonappropriated Funds and Morale, Welfare, and Recreation Activities.

b. Description. These records concern the administration of and accounting for nonappropriated funds and activities financed from them. Also, responsibilities and procedures for operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare. Current file numbers in category 215 are listed in table B-48. Rescinded file numbers in category 215 are listed in table B-49.

Note. This series combines portions of FN 28 (Welfare, Recreation, and Morale) and FN 230 (Nonappropriated Funds and Related Activities). All regulations in the 28-series and the 230-series will eventually be combined into the new 215-series.

Table B-48**File category 215: Morale, welfare, and recreation**

FN: 215

Title: General morale, welfare, and recreation correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to morale, welfare, and recreation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to morale, welfare, and recreation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 215-1a

Title: NAF compensation cases

Authority: GRS 1, Item 32

Privacy Act: DOL/ESA-13

Description: Information relating to individual NAF employee compensation cases for work-related injury or illness. Included are examining physicians reports, investigative reports, information substantiating claims, application for compensation with supporting information, U.S. Department of Labor forms, and similar information. *Note:* Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Workers' Compensation Program (OWCP) (or OWCP's district offices). In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, through the Department of Labor. Point of contact is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave., N.W. WASH, DC 20210.

Disposition: Destroy 5 years after compensation is terminated.

FN: 215-1b

Title: Physical inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained by other than FAOs reflecting the physical inventory of NAF property, supplies, and salable merchandise. Included are NAF property inventory sheets, inventories of food and

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

resalable merchandise, and periodic inventories by disinterested persons.

Disposition: Destroy after 2 years.

FN: 215-1c

Title: Risk management files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Documents relating to administration of the risk management program (AR 230-16) for NAF instrumentalities. Included are letters, forms, and other documents showing management of the program, financial requirements, property claims and losses, claims under the tort program, property insurance, insurance of cargo shipments, workers' compensation program, and similar information.

Disposition: Retain in CFA until disposition instruction is published in this regulation or its successor.

FN: 215-1d

Title: NAF accounts

Authority: II-NNA-2037

Privacy Act: A0215-1bSAFM

Description: Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmates', Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.

Disposition: Destroy 3 years after completion of next comparable audit. Bound books, ledgers, and journals will be destroyed 3 years after date of last entry therein.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

FN: 215-1e

Title: NAF establishment files

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Information on the establishment of nonappropriated funds, establishment of disbursement limitations, appointment of custodians and council members, and establishment of constitutions and bylaws. Included are orders, bylaws, constitutions, and changes thereto, and similar official fund establishment information.

Disposition: Destroy on supersession or destroy with related fund account records on dissolution of the fund, as appropriate.

FN: 215-1f

Title: NAF minutes of meetings

Authority: II-NNA-1927

Privacy Act: Not applicable.

Description: Minutes of meetings of councils and boards of governors appointed to administer nonappropriated funds as prescribed by directives, regulations, constitutions, bylaws, and similar regulatory media. Included are minutes of meetings and directly related information.

Disposition: Destroy with accounting fund records on actions prescribed within the recorded minutes of meetings.

FN: 215-1g

Title: Loan and grant administration files (NAF)

Authority: GRS 6, Item 1a

Privacy Act: Not applicable.

Description: Information relating to the administration of loans and grants secured to finance, in whole or in part, construction of, or improvement to, NAF instrumentalities. Included are requests, forms, statements of conformance with DOD space criteria and the current Installation Master Plan, finance plans, documents indicating source of

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

loan or grant (including terms and conditions), amount of local funds committed to the project, and similar information.

Disposition: Destroy 3 years after expiration of grant or repayment of loan.

FN: 215-1h

Title: NAF position structure

Authority: II-NNA-1175

Privacy Act: Not applicable.

Description: Information reflecting the civilian position structure of each nonappropriated fund instrumentality (NAFI). Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

Disposition: Destroy when superseded or obsolete.

FN: 215-1i

Title: NAF receipts for petty cash and change fund

Authority: NC1-AU-85-33

Privacy Act: A0215-1bSAFM

Description: Certificates indicating receipt and accountability for petty cash and change funds, signed by individuals. These certificates support general ledger balances and are kept for internal control purposes.

Disposition: Destroy when superseded or obsolete.

FN: 215-1j

Title: NAF loss of assets

Authority: NN-166-204

Privacy Act: A0027-20bDAJA

Description: Case files on investigating, reporting, and restituting loss of NAFI assets. Included are investigations, reports, correspondence, notifications, documentation of collections, appeals, and similar information.

Disposition: Destroy 10 years after final action on the case.

FN: 215-1k

Title: NAF hand receipts

Authority: NN-166-204

Privacy Act: A710-2bDALO

Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings and supporting documentation.

Disposition: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

FN: 215-1m

Title: NAF tort claims

Authority: NN-173-91

Privacy Act: A0027-20bDAJA

Description: Case files on tort claims against the NAFIs for damage, loss, or destruction of private property or personal injury or death resulting from negligence or wrongful acts or omission of acts by NAF personnel and employees.

Disposition: Destroy 10 years after final action on the case.

FN: 215-1n

Title: NAF employee insurance files

Authority: NC1-AU-81-20

Privacy Act: A0215-1CFSC

Description: Information relating to administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Included are periodic statements of contributions and related information. These records are identified in organizational sequence, chronologically.

Disposition:

a. Offices exercising Army-wide responsibility: Destroy after 56 years. DO NOT RETIRE.

b. Other offices: Destroy after 4 years.

FN: 215-1p

Title: Central NAF financial and statement reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports and directly related information submitted by activities receiving or using nonappropriated funds. Financial statements and reports including inspection reports and related documents

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

pertaining to nonappropriated funds, prepared by units administering the funds and sent to higher headquarters. Copies of statements and reports kept by the preparing units will be disposed of by appropriate standards in this regulation applicable to nonappropriated fund account files.

Disposition: Destroy after 3 years.

FN: 215-1q

Title: NAF securities

Authority: GRS 6, Item 6b

Privacy Act: Not applicable.

Description: Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.

Disposition:

a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

FN: 215-1r

Title: NAF individual employee pay records

Authority: GRS 2, Item 1

Privacy Act: A0215-1aSAFM

Description: Information kept on each individual employee paid from nonappropriated funds, reflecting earnings, deductions, adjustments, bond issuances, and similar information.

Note: This file number is for use by the Central NAF Payroll Office (CNPO), Red River Army Depot, P.O. Box 75, Texarkana, TX 75504-0075, and the NAF Finance and Accounting Directorate, Central NAF Payroll System, USAFACEUR, APO NY 09007, and those payroll offices that are not yet under the Army-wide payroll functions of the two listed CNPOs. Payroll records that remain at NAF instrumentalities (or at the installation RHA) that were created before CNPO started providing the payroll function will be limited to the records described above and be retired accordingly.

Disposition:

a. Destroy after 56 years. Send annual blocks to the National Personnel Records Center, (NPRC), 111 Winnebago Street, St. Louis, MO 63118 after 3 years in CFA.

b. FOR KOREAN NATIONAL DIRECT HIRE INDIVIDUAL PAY RECORDS: Destroy after 6 years and 3 months.

FN: 215-1s

Title: NAF employee leave files

Authority: GRS 2, Item 9a

Privacy Act: A0215-1aSAFM

Description: Individual leave cards, time and attendance reports, applications for leave, and similar information pertaining to nonappropriated fund employees.

Disposition: Destroy after 3 years.

FN: 215-1t (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 215-1u

Title: NAF stock records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the receipt, issue, disposition, and quantity of expendable property including supplies and resalable merchandise. Included are stock record cards, copies of requisitions, receiving reports, issue and turn-in slips, inventory adjustment reports, and similar documents. Stock record cards will be continued in effect until filled or final entry is made thereon.

Disposition: Destroy after 2 years.

FN: 215-1v

Title: NAF property records

Authority: II-NNA-1445

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Privacy Act: Not applicable.

Description: Documents reflecting the description, value, source, quantity, location, disposition, and other data on nonexpendable property and fixed assets. Included are nonappropriated fund stock, property, and fixed asset cards, similar card forms, supporting documents such as receiving reports, inventory adjustment reports, and other vouchers, and other documents supporting entries to the stock record card.

Disposition:

a. Cards with zero balance when there will be no further activity on the item, and filed cards when accounting entries are carried forward to a new card: Destroy after 2 years.

b. Other documents: Destroy after 2 years.

FN: 215-1w

Title: NAF utility service agreements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, and related documents.

Disposition: Destroy 2 years after termination of the agreement.

FN: 215-1x

Title: NAF vehicle registrations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 230-14.

Disposition:

a. Army Central Welfare Fund: Destroy proof of ownership documents on final disposition of vehicle.

b. Other documents: Destroy upon new registration, or on final disposition of vehicle, as applicable.

FN: 215-1y

Title: NAF bank deposit insurance files

Authority: II-NNA-2037

Privacy Act: Not applicable.

Description: Information on arrangements with the Treasury Department for protection of nonappropriated fund bank deposits which exceed the coverage provided by the Federal Deposit Insurance Corporation.

Disposition:

a. Offices of the Army Staff: Destroy after 3 years.

b. Other offices: Destroy when superseded or when account is closed.

FN: 215-1z

Title: NAF minor and troop construction projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information.

Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

Disposition:

a. Office responsible for awarding contract or for executing by other means: Destroy 10 years after completion of the project.

b. Other offices: Destroy 2 years after completion of the project.

FN: 215-2a

Title: Recreation and entertainment details

Authority: NN-166-204

Privacy Act: A0215CFCS

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Description: Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sport, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.
Disposition: Destroy after 2 years.

FN: 215-2b

Title: Recreation and entertainment cases

Authority: NC1-AU-77-64

Privacy Act: Not applicable.

Description: Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional materials, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
 - b. Other offices and TOE units: Destroy after 2 years.
-

FN: 215-2c

Title: Recreation services reports

Authority: NC1-AU-77-66

Privacy Act: Not applicable.

Description: Documents reflecting statistical information concerning Army recreation services activities. Included are letters, forms, and related documents.

Disposition: Destroy after 2 years.

FN: 215-2d

Title: Contest entries

Authority: NN-166-204

Privacy Act: AO215-2bCFSC

Description: Documents submitted as entries in recreation services contests or competitions and related papers concerning entries or entrants in contests. Included are songs, scripts, poems, or similar materials entered, lists of contestants, eligibility determinations, and related documents.

Disposition: Destroy after 2 years.

FN: 215-2e

Title: Recreation services recognitions

Authority: NN-166-204

Privacy Act: AO215-2bCFSC

Description: Documents in the responsible office of the Army Staff which reflect services of entertainers, instructors, or other persons contributing to the recreation services program. Included are certificates of esteem, letters of appreciation, and related documents.

Disposition:

- a. Award given: Destroy after 10 years.
 - b. Award not given: Destroy after 5 years.
-

FN: 215-2f

Title: Entertainment scholarships and awards

Authority: NN-166-204

Privacy Act: AO215CFCS

Description: Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by HQDA. Included are applications and related papers.

Disposition: Destroy after 3 years.

FN: 215-2g

Title: Alcoholic beverage files

Authority: NC1-AU-77-84

Privacy Act: Not applicable.

Description: Documents relating to the designation of military installation as "remote" for the purchase of packaged alcoholic beverages. Included are DOD, DA, and Chief of Staff directives and papers showing justification, coordination with higher authorities, approvals, or disapprovals of specific cases, DA policy statements concerning purchase of alcoholic beverages in monopoly States, and related documents.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
-

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

b. Other offices: Destroy after 2 years.

FN: 215-2h

Title: Army club/NAF activity membership files

Authority: NC1-AU-84-06

Privacy Act: A0215-2aCFSC

Description: Information reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are membership applications, club card information, and similar information.

Disposition: Destroy 1 year after termination of membership or payment of final bill, whichever applies.

FN: 215-2i

Title: Alcoholic beverage decalcomania controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to control the issue of alcoholic beverage decalcomania. Included are records of issue from stock and related documents.

Disposition: Destroy after 2 years.

FN: 215-3a

Title: NAF official personnel folders

Authority: NC1-330-80-3 and GRS 1, Item 1

Privacy Act: A0215-3DAPE

Description: Information on employees paid from NAF showing qualifications, efficiency, promotions, awards, and similar information. Included are official personnel folders.

Note: Each folder will be clearly marked with the letters "NAF."

Disposition: Retire to National Personnel Records Center (Civilian), 111Winnebago Street, St. Louis, MO 63118, 6 months after separation. NPRC will destroy 75 years after birth date of employee (60 years after the date of the earliest document if the date of birth cannot be ascertained) or 5 years after latest separation, whichever is later.

Exceptions:

- a. Direct hire non-U.S. citizens in foreign areas: Destroy 3 years after separation.
 - b. Indirect hire non-U.S. citizens in foreign areas: Destroy 3 years after separation. (If U.S.-host government agreements require longer retention, the major overseas commander will issue supplementary instructions to provide for appropriate extension of retention period.)
-

FN: 215-3b

Title: NAF employment records

Authority: II-NN-3560

Privacy Act: A0215-3DAPE

Description: Information on individual NAF employees showing such information as veteran preference, service computation date, performance ratings, positions held, and similar information. Included are DA Forms 3438. (DA Forms 3438 are kept by the office responsible for administration of NAF personnel program.)

Disposition: Destroy in CFA 5 years after transfer or separation of employee.

FN: 215-3c

Title: NAF position structure

Authority: II-NNA-1175

Privacy Act: Not applicable.

Description: Information reflecting the civilian position structure of each NAFI. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

Disposition: Destroy when superseded or obsolete.

FN: 215-3d

Title: NAF job descriptions

Authority: GRS 1, Item 7b

Privacy Act: Not applicable.

Description: Information used for analysis, evaluation, or development of specific jobs, and to indicate jobs utilized. Included are master job descriptions, extra copies thereof, job standards, and similar information.

Disposition: Destroy when canceled or superseded.

FN: 215-3e

Table B-48**File category 215: Morale, welfare, and recreation—Continued****Title:** NAF job description extra copies**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.**Description:** Copies used for distribution to employees and for filing in official personnel folders when personnel actions are processed.**Disposition:** Destroy when superseded or when job is abolished.**FN:** 215-3f**Title:** NAF locator**Authority:** GRS 1, Item 11**Privacy Act:** A0001DAPE**Description:** Information providing the name, address, telephone number, and similar data for each employee assigned to a NAFI.**Disposition:** Destroy on transfer or separation of the employee.**FN:** 215-3g**Title:** NAF personnel reports**Authority:** GRS 1, Item 28a(1)**Privacy Act:** Not applicable.**Description:** Information accumulated by NAF activities used to furnish Government agencies with information on labor statistics. Included are letters, forms, and similar information.**Disposition:** Destroy after 5 years.**FN:** 215-3h**Title:** NAF employment applications**Authority:** II-NNA-1445**Privacy Act:** OPM/GOVT-5**Description:** Information pertaining to persons seeking employment in activities financed by NAF. Included are applications and related information.**Disposition:** Destroy 1 year after selection for the position is made unless a complaint or grievance is pending, in which case destroy 30 days after final appellate decision is issued.**FN:** 215-3i**Title:** NAF referrals and selections**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5**Description:** Information showing placement, referral, selection, and promotion actions for NAF employees. Included are referral and selection lists and related information.**Disposition:** Destroy after 5 years.**FN:** 215-3j**Title:** NAF chronological journals**Authority:** GRS 1, Item 14a**Privacy Act:** A0215-3DAPE**Description:** Information used in preparing NAF reports, reviewing actions previously processed, and preparing for DA inspections. Included are DA Forms 3434 (Notification of Personnel Action — Nonappropriated Funds Employees) (Copy 4) and similar information.**Disposition:** Destroy after 2 years. Cut off at the end of each month.**FN:** 215-3k**Title:** NAF wage and salary schedules**Authority:** II-INN-3560**Privacy Act:** Not applicable**Description:** Information showing wages or salary for a specific grade. Included are schedules, tables, and similar information.**Disposition:** Destroy when canceled or superseded.**FN:** 215-3m**Title:** NAF appeals and grievances**Authority:** NC1-AU-78-81**Privacy Act:** OPM/GOVT-9 and AO690-700DAPE**Description:** Information on settling NAF employee appeals and grievances. Included are committee reports, proceedings, decisions, and similar information.**Disposition:** Destroy 5 years after final decision or 5 years after any action on case following final decision, whichever is later.**FN:** 215-3n**Title:** NAF retention registers**Authority:** GRS 1, Item 17b(1)**Privacy Act:** OPM/GOVT-5**Description:** Information showing retention groups of NAF employees**Table B-48****File category 215: Morale, welfare, and recreation—Continued**

according to tenure, length of service, performance ratings, and veterans preference.

Disposition: Destroy after 2 years, unless appeals are pending.**FN:** 215-3p**Title:** NAF authorized timekeeper lists**Authority:** GRS 2, Item 15**Privacy Act:** A0215-1CFSC**Description:** Information indicating or appointing individuals responsible for timekeeping. Included are lists, memorandums, and communications.**Disposition:** Destroy upon supersession.**FN:** 215-3q**Title:** NAF employee interviews**Authority:** GRS 1, Item 8**Privacy Act:** AO215-3DAPE**Description:** Information used to record counseling interviews and separation interviews.**Disposition:** Destroy 6 months after transfer or separation of employee.**FN:** 215-3r**Title:** NAF hours of work**Authority:** NC1-AU-80-7**Privacy Act:** Not applicable.**Description:** Information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of NAF employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.**Disposition:**

a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.

b. Other offices: Destroy 1 year after expiration.

FN: 215-3s**Title:** NAF employee evaluation records**Authority:** II-NNA-1175**Privacy Act:** OPM/GOVT-5**Description:** Information used as a "tickler" file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record), and similar information.**Disposition:** Destroy 1 year after separation of employee. PIF on separation, cut off inactive file monthly.**FN:** 215-3t**Title:** NAF adverse actions**Authority:** NC1-AU-78-82**Privacy Act:** OPM/GOVT-5**Description:** Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand.**Disposition:** Destroy after 7 years unless employee appeals, in which case transfer to FN 215-3m.**FN:** 215-3u**Title:** NAF position files**Authority:** GRS 1, Item 11**Privacy Act:** Not applicable.**Description:** Information used by NAF activities for controlling all occupied and vacant positions.**Disposition:** Destroy on discontinuance of position.**FN:** 215-3v**Title:** NAF organization charts**Authority:** II-NNA-1445**Privacy Act:** AO001DAPE**Description:** Information on each organizational segment showing positions, grades, and personnel. Included are charts, tables, and similar information.**Disposition:** Destroy when no longer needed for current operations.**FN:** 215-3w

Table B-48
File category 215: Morale, welfare, and recreation—Continued

Title: NAF ladder diagrams
Authority: II–NN–3560
Privacy Act: Not applicable.
Description: Information showing salary grades and corresponding job titles based on average monthly sales volume.
Disposition: Destroy when no longer needed for current operations.

FN: 215–3x
Title: NAF personnel authorizations
Authority: II–NNA–1175
Privacy Act: AO215–1CFSC
Description: Information which authorizes commission rates of pay, per annum rates of pay, overtime, and deviations from established personnel policy and procedure.
Disposition: Destroy when no longer needed for current operations.

FN: 215–3y
Title: NAF training files
Authority: GRS 1, Item 29b and II–NN–3560
Privacy Act: AO215–3DAPE
Description: Information showing group training of NAF employees. Included are training schedules, attendance records, employee evaluation of specific courses, monthly summaries of training activities, and similar information.
Disposition: Destroy after 5 years.

FN: 215–3z
Title: NAF reduction-in-force data
Authority: GRS 1, Item 17a
Privacy Act: OPM/GOVT–5
Description: Information reflecting reduction-in-force data (RIF). Included are identification of surplus positions, copy of retention register, copies of all advance notices and amendments thereto, organizational location of affected employees, copies of all official personnel actions taken as a result of the RIF or in lieu of the RIF, and similar information. Exclude information that is filed in an individual's Official Personnel Folder.
Disposition: Destroy on completion of action.

FN: 215–3cc
Title: NAF awards and commendations
Authority: GRS 1, Item 12a(1)
Privacy Act: AO215–3DAPE
Description: Information related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of NAF employees. Included are approved and rejected suggestions, minutes of committee meetings, lists of employees eligible for awards, copies of letters of commendation, and similar information.
Disposition: Destroy 2 years after final action.

FN: 215–3gg
Title: NAF securities
Authority: GRS 6, Item 6b
Privacy Act: Not applicable.
Description: Information reflecting securities and bonds owned by nonappropriated funds. Included are subsidiary ledgers (showing bond type, cost, interest, appreciation, and maturity date), and custody receipts issued by the U.S. Treasury or banking institution.
Disposition:
a. Offices having Army-wide responsibility: Destroy 5 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.
b. Other offices: Destroy 3 years after sale or redemption, except custody receipt will be surrendered to issuing agency at the time of sale or redemption.

FN: 215–3hh
Title: Withholding tax exemption certificates
Authority: GRS 2, Item 18c
Privacy Act: AO215–1aSAFM
Description: Copies of TD Form W–4 (Employees Withholding Exemption Certificate), executed by civilian employees paid from nonappropriated funds.
Disposition: Destroy 4 years after supersession of form or termination of employee.

Table B-48
File category 215: Morale, welfare, and recreation—Continued

FN: 215–3ii
Title: Withholding taxes
Authority: GRS 2, Item 18
Privacy Act: AO215–1aSAFM
Description: Information reflecting wages withheld. Included are reports to employees of total earnings and taxes withheld, reports to Internal Revenue Service of total income taxes withheld, tax reconciliations, receipts, and related information. Reports for Korean National withholding tax files are submitted to the Korean Government Tax office.
Disposition: Destroy after 4 years. Destroy Korean National withholding tax files after 5 years.

FN: 215–3jj
Title: Position schedule bonds
Authority: GRS 6, Item 6b
Privacy Act: AO215–3DAPE
Description: Information relating to fidelity insurance coverage for custodians and employees of nonappropriated funds. Included are official agreements and other bond documents, list of positions covered, list of individuals filling positions, and similar information.
Disposition: Destroy when superseded or obsolete.

FN: 215–3kk
Title: Payroll deductions
Authority: GRS 2, Item 15
Privacy Act: AO215–1aSAFM
Description: Information authorizing payroll deductions. Included are bond deduction authorizations, health insurance payment deduction authorizations, and similar continuing deduction authorization documents.
Disposition: Destroy 3 years after separation of employee or cancellation of authorization.

FN: 215–3mm
Title: NAF payroll control documents
Authority: GRS 2, Item 14
Privacy Act: AO215–1aSAFM
Description: Information used in controlling pay of employees. Included are time cards, time sheets, technical advisor reports with attached evidence of court or military service, overtime authorizations, copies of notifications of personnel actions, copies of applications for NAF retirement plan or group insurance plan, payroll change slips, and other information used to assure proper payment.
Disposition: Destroy after 3 years provided audit has been made and exceptions or irregularities have not been reported.

FN: 215–4a
Title: NAF debarred bidder lists
Authority: NC1–AU–77–54
Privacy Act: AO210–7ACFSC
Description: Documents relating to suspension of bidders that prohibits contractual relationship with the Department of Defense. Included are lists of debarred, ineligible, or suspended bidders, status reports and recommendations relating to bidders appearing on the lists, modifications, deletions, and additions to the lists, and similar information.
Disposition:
a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.
b. Other offices: Destroy when no longer needed for current operations.

FN: 215–4b
Title: NAF vendor mailing lists
Authority: NC–AU–75–3
Privacy Act: AO001aTAPC
Description: Cards and lists used to determine which vendors and contractors are eligible to receive NAF solicitations on specific items.
Disposition: Destroy when no longer needed for current operations.

FN: 215–4c
Title: NAF master, open-end and call-type contracts
Authority: NC–64–75–4
Privacy Act: Not applicable.
Description: Documents relating to master, open-end indefinite delivery, Federal Supply Service (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders,

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FNs 215-4g and 215-5c).

Disposition:

a. Offices administering contract: Destroy 6 years, 3 months after final payment, except that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FNs 215-4g, 215-4h, and 215-5c as appropriate.

FN: 215-4d**Title:** NAF procurement registers**Authority:** II-NNA-2957**Privacy Act:** Not applicable.**Description:** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.**Disposition:** Destroy after 6 years.

FN: 215-4e**Title:** NAF procurement inspections**Authority:** GRS 3, Item 4c**Privacy Act:** Not applicable.**Description:** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, and supervisory offices, documents indicating corrective action taken, and similar information.**Disposition:** Destroy after 6 years.

FN: 215-4f**Title:** NAF contracting officer designations**Authority:** GRS 3, Item 4c**Privacy Act:** AO215-3DAPE**Description:** Documents reflecting the designation and rescission of appointment of contracting officers and contracting officer's representatives, which include the specific procurement authorities delegated.**Disposition:** Destroy 6 years after rescission or termination.

FN: 215-4g**Title:** NAF small purchase categories**Authority:** NC1-330-78-13**Privacy Act:** Not applicable**Description:** Records or documents pertaining to transaction below the small purchase limitations set forth in AR 215-4.**Disposition:** Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing Contract Administrative Office (CAO), destroy 1 year after acceptance of goods or services.

FN: 215-4h**Title:** NAF contract actions**Authority:** NC-217-75-8**Privacy Act:** Not applicable.**Description:** Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 215-4g above), and including all concessionaire-type contract documents.**Disposition:** Destroy 6 years, 3 months after final payment.

FN: 215-4i**Title:** NAF award protest files**Authority:** NC1-AU-77-61**Privacy Act:** Not applicable.**Description:** Documents relating to actions taken to correct mistakes in bids or offers, and in settling protests of awards. Included are copies of bids or offers, contracts, and notices of award, decisions, copies of statutes, and similar information.**Disposition:**

a. Offices authorized to perform final review: Destroy 6 years after final determination.

b. Other offices: File and dispose of with related contract files.

FN: 215-4j**Title:** NAF contract appeals

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Authority: NC1-AU-77-43**Privacy Act:** Not applicable.**Description:** Contract appeals files contain documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.**Disposition:** Destroy 10 years after final decision of the Board.

FN: 215-5a (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 215-5c**Title:** NAF small purchases-individual transactions**Authority:** GRS 3, Item 4a**Privacy Act:** Not applicable.**Description:** Information on transactions within the Army, with other Government agencies and employees, and with nongovernmental organizations and individuals. Included are purchase orders, contracts, invoices, receiving reports, vouchers, registers, loan contracts, and similar information.**Disposition:**

a. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000: Destroy 6 years, 3 months after final payment.

b. Transactions of \$25,000 or less and construction contracts under \$2,000: Destroy 3 years after final payment.

FN: 215-5d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 215-5e**Title:** NAF accounts**Authority:** II-NNA-2037**Privacy Act:** A0215-1bSAFM**Description:** Information on the receipt, disbursement, and administration of nonappropriated funds, such as welfare, unit, inmate's, Commandant's, sundry, vocational training, Chaplain's, Book Department, Officers, Noncommissioned Officers and Enlisted clubs, post restaurant, billeting, flying club, hospital, Army Gift, and similar funds. Included are ledgers, journals, council books, cash receipts, checkbooks, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other information constituting an integral part of the accounting system for such funds.**Disposition:** Destroy after 3 years.

Note: Before authorized destruction, a careful search of the files will be made for any cash, U.S. Treasury checks, Government securities, and safekeeping receipts. When any such items are found, the records will not be destroyed but will be reported to the Commander, U.S. Army Community and Family Support Center, ATTN: CFSC-RM, Alexandria, VA 22331-0508.

FN: 215-5f**Title:** NAF account inventories and hand receipts**Authority:** II-NNA-2037**Privacy Act:** A0710-2bDALO**Description:** Information relating to accountability and control of fixed assets, sensitive items, and expense equipment. Included are inventory statements, DA Form 2062 (Hand Receipt/Annex), individual receipts and listings, and supporting documentation.

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Disposition:

- a. Inventory accounting files: Destroy after 1 year.
 - b. Hand receipts and supporting documentation: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.
-

FN: 215-5g**Title:** Subsidiary NAF accounts**Authority:** II-NNA-2037**Privacy Act:** Not applicable.

Description: Information kept on subsidiary nonappropriated fund accounts. Included are officers, noncommissioned officers, enlisted, community clubs and post restaurant guest checks; bowling center score sheets or summaries thereof; check registers; golf course and driving range fee registers; child development care fees; bed cards; daily bingo and nursery activity reports; monthly feed, crop production, and farm materials reports; cash register tapes and sales slips; cashier's reports; and similar subsidiary documents.

Disposition:

- a. Bowling center score sheets: Destroy one month after verification.
 - b. Other records: Destroy after 1 year.
-

FN: 215-5i**Title:** Central principal NAF accounts**Authority:** GRS 7, Item 2**Privacy Act:** Not applicable.

Description: Ledgers, journals, financial statements, and comparable documents reflecting revenue receipts and distribution and the total availability of Army-wide nonappropriated funds.

Disposition: Destroy 6 years, 3 months after close of the FY involved.

FN: 215-5j**Title:** Central subsidiary NAF accounts**Authority:** GRS 6, Item 1a**Privacy Act:** Not applicable.

Description: Information reflecting operation of various nonappropriated funds. Included are vouchers, canceled checks, bank statements, budget documents, statistical reports, and similar information.

Disposition: Destroy after 6 years, 3 months.

FN: 215-5m**Title:** Check cashing privileges**Authority:** NC1-AU-80-47**Privacy Act:** A0210-60SAFM

Description: Information on advancing, revoking or suspending, restoring, and general supervision of check cashing privileges. Included are notices to the check writer of returned check, notices of disclaimer of responsibilities by sponsor, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices of bank error or other excusable error, notices to activities and individuals that check cashing privileges have been suspended or restored, and related information.

Disposition:

- a. Information pertaining to suspensions: Destroy 1 year after termination of suspension.
 - b. Other information: Destroy after 1 year. Earlier destruction is authorized when in accordance with AR 210-60.
-

FN: 215-5u**Title:** Concessionaire operations**Authority:** II-NNA-1445**Privacy Act:** Not applicable.

Description: Copies of agreements with concessionaires and documents reflecting the performance of concessionaires. Included are current agreements and associated documents, documents concerning compliance or noncompliance with standards of service, sanitation, and safety, patron complaints and commendations, and related documents.

Disposition: Destroy 3 years after termination of agreement.

FN: 215-5v**Title:** Concessionaire open applications**Authority:** II-NNA-1445**Privacy Act:** AO001aTAPC

Description: Applications submitted by persons desiring to operate an activity on the installation.

Table B-48**File category 215: Morale, welfare, and recreation—Continued**

Disposition: Destroy 2 years after individual or activity is no longer considered for operation.

FN: 215-7a**Title:** Employee service cases**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on considering, approving or disapproving, establishing, or discontinuing specific employee services or facilities, such as food, medical and health services, transportation, housing, recreation, and shopping. Included are studies, letters, orders, and similar information.

Disposition: Destroy 5 years after disapproval or discontinuance of service or facility.

Table B-49**File category 215: Morale, welfare, and recreation—rescindedFNs**

FN: 215-3aa**Title:** NAF employee leave files**Use:** FN 215-1s**FN:** 215-3bb**Title:** NAF employee insurance files**Use:** FN 215-1n**FN:** 215-3dd**Title:** NAF supervisor or manager employee records**Use:** FN 1aa**FN:** 215-3ee**Title:** NAF individual employee pay records**Use:** FN 215-1r**FN:** 215-3ff**Title:** Central NAF financial and statement reporting files**Use:** FN 215-1p**FN:** 215-5b**Title:** Central NAF financial and statement reporting files**Use:** FN 215-1p**FN:** 215-5h**Title:** NAF employee leave files**Use:** FN 215-1s**FN:** 215-5k**Title:** NAF payroll control documents**Use:** FN 215-3mm**FN:** 215-5n**Title:** Withholding tax exemption certificates**Use:** FN 215-3hh**FN:** 215-5p**Title:** NAF employee insurance files**Use:** FN 215-1n**FN:** 215-5q**Title:** Withholding taxes**Use:** FN 215-3ii**FN:** 215-5r**Title:** Position schedule bonds**Use:** FN 215-3jj**FN:** 215-5s**Title:** Payroll deductions**Use:** FN 215-3kk**FN:** 215-5t**Title:** NAF authorized timekeeper lists**Use:** FN 215-3p

B-43. File category 220: Field organizations

- a. *Prescribing directives.*

- (1) AR 220-1, Unit Status Reporting.
 - (2) AR 220-5, Designation, Classification, and Change in Status of Units.
 - (3) AR 220-10, Preparation for Oversea Movement of Units (POM).
 - (4) AR 220-15, Journals and Journal Files.
 - (5) AR 220-90, Army Bands.
- b. Description.* These records concern mission, functions, organization, and status of field-type units and activities. Actions affecting field units such as activation and inactivation, movement, training, mission readiness, and unit documents such as rosters and journals. See table B-50.

Table B-50
File category 220: Field organizations

<p>FN: 220 Title: General field organizations correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to field organizations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to field organizations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.</p>
<p>FN: 220-1a Title: Readiness reports Authority: NC1-AU-77-30 Privacy Act: Not applicable. Description: Information relating to reporting actual readiness conditions of Army forces. Included are individual and consolidated unit readiness reports, personnel status reports, logistic readiness reports, records concerning the actual readiness conditions of Army forces, and similar information. Disposition: a. Office having Army-wide responsibility: Permanent. b. Other offices and TOE units: Destroy after 2 years. c. Materiel condition status reports: (1) Active Army: Destroy after 6 months. (2) Reserve Components: Destroy after 1 year.</p>
<p>FN: 220-1b Title: Personnel readiness files Authority: NN-167-31 Privacy Act: A0001bTAPC Description: Personal affairs information on personnel subject to rapid deployment in support of contingency plans. Included in each individual's file are checklists; change of address card; identification card; record of emergency data; bailment agreement; applications for storage, transportation, and shipment of personal effects; applications for basic allowance for quarters; Family Care Plan and Family Care Counseling Checklist; and similar information. Note: Personnel Readiness Files are prescribed by FORSCOM Mobilization and Deployment Planning System (FORMDEPS); however, for consistency of numbering within MARKS, they are identified here with related unit readiness records under AR 220-1. Disposition: Forward with MPRJ in accordance with AR 640-10. Destroy when superseded, obsolete, or when individual is separated.</p>

Table B-50
File category 220: Field organizations—Continued

<p>FN: 220-1c Title: Readiness resource references Authority: NN-167-31 Privacy Act: Not applicable. Description: Information maintained by offices responsible for establishing requirements which provide reference to available or planned Army resources or which document planned utilization resources. Included are copies of plans; TDA; TOE; papers or punched cards reflecting the current status of forces, resources, and appropriate intelligence; and other pertinent information. Disposition: Destroy when superseded, obsolete, or no longer needed for reference.</p>
<p>FN: 220-5 Title: Unit identification system (UIS) files Authority: NC-AU-75-19 Privacy Act: Not applicable. Description: Information pertaining to the assignment, registration, change, and control of units by the unit identification system. Included are input data A and B cards, messages, machine tabulation reports, memorandums of telephone calls, and related information. Disposition: a. Fiscal year machine tabulation reports: Destroy after 3 years. b. A and B cards: Destroy after 30 days. c. Other information: Destroy after 1 year.</p>
<p>FN: 220-10a Title: Unit movement data Authority: NN-166-204 Privacy Act: Not applicable. Description: Received reports showing units alerted for overseas movement, listing shipment number and unit designation, strength, home station, port assigned, estimated time of departure, destination, and estimated time of arrival. Disposition: Office having Army-wide staff responsibility: Destroy after 3 years.</p>
<p>FN: 220-15a Title: Daily journal, staff journal, and Tactical Operations Center (TOC) logs Authority: NC1-AU-81-26 Privacy Act: Not applicable. Description: Information reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals, logs, and information necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, or lateral units when applicable; personnel reports; and ammunition expenditure charts, other statistical data, and similar information. Excluded are routine duty reports, which are identified under FN 220-45b. Disposition: a. Peacetime: Destroy after 5 years. b. Mobilization: (1) Units in a combat environment, or designated as combat support elements, and offices of HQDA: Permanent. (2) Other offices and TOE units: Destroy after 5 years.</p>
<p>FN: 220-45a Title: Duty roster files (Rescinded; use FN 1ee.) Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 220-45b Title: Duty reports (Rescinded; use FN 1d.) Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.</p>
<p>FN: 220-90a Title: Army band use files Authority: NC1-AU-78-60 Privacy Act: Not applicable. Description: Information relating to the participation of Army bands or</p>

Table B-50**File category 220: Field organizations—Continued**

band members in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and related information.

Disposition:

- a. The United States Army Band: Destroy after 5 years in CFA.
 - b. The United States Army Field Band, other offices, and TOE units: Destroy after 2 years, or when no longer needed for current operations, whichever is later.
-

FN: 220-90b**Title:** Army band technical inspections**Authority:** NN-170-13**Privacy Act:** Not applicable

Description: Information relating to inspections conducted to determine serviceability of equipment and technical proficiency of bandsmen and bands. Included are inspection reports, reports of corrective action, and related information.

Disposition: Destroy 1 year after next comparable inspection.

FN: 220-90c**Title:** Army band official music**Authority:** NC1-AU-77-67**Privacy Act:** Not applicable.

Description: Information on the composition and orchestration of music for official use. Included are scores, published copies, correspondence, and related information.

Disposition:

- a. Office with Army-wide responsibility: Destroy after 10 years.
 - b. Other offices and TOE units: Destroy after 2 years.
-

FN: 220-90d**Title:** Army band musical compositions**Authority:** NN-170-13**Privacy Act:** Not applicable.

Description: Information on review of musical compositions submitted to band activities. Included are scores, approvals, disapprovals, and related information.

Disposition: Destroy after 2 years.

FN: 220-90e**Title:** Army band conferences and clinics**Authority:** NN-170-13**Privacy Act:** Not applicable.

Description: Information on conducting or participating in band conferences, clinics, orientations, demonstrations, and similar activities. Included are agendas, orders, correspondence, and related information.

Disposition:

- a. Office conducting conference or clinic: Destroy after 10 years.
 - b. Offices and TOE units participating in conference or clinic: Destroy after 2 years.
-

FN: 220-90f**Title:** Bandsman evaluation board plans**Authority:** NC-AU-76-11**Privacy Act:** Not applicable.

Description: Information accumulated by band units as a result of planning activities of annual bandsman evaluation board meetings. Included are agendas, orders appointing board members and changes thereto, and related information.

Disposition: Destroy after 1 year.

B-44. File category 230: Nonappropriated funds and related activities

- a. *Prescribing directive.* None.
- b. *Description.* Category 230 is rescinded. Files will be established as shown in table B-51.

Table B-51**File category 230: Nonappropriated funds and related activities—rescinded FNs**

FN: 230**Title:** General nonappropriated funds and related activities correspondence files**Use:** FN 215**FN:** 230-81a**Title:** Employee service cases**Use:** FN 215-7a

B-45. File category 290: Cemeteries

- a. *Prescribing directive.* AR 290-5, Army National Cemeteries.
 - b. *Description.* These records concern development, operation, maintenance, administration, and responsibility for Army national cemeteries and for post cemeteries under the jurisdiction of the Army. See table B-52.
-

Table B-52**File category 290: Cemeteries**

FN: 290**Title:** General cemeteries correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

- a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to cemeteries which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)
- b. **NONACTION:** Matters relating to cemeteries that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. **ACTION:** Destroy after 2 years.
 - b. **NONACTION:** Destroy when no longer needed for current operations.
-

FN: 290-5a**Title:** Cemetery planning estimates**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on estimates of costs for use in connection with the 5-year planning program.

Disposition: Office of the Army Staff: Destroy after 5 years.

FN: 290-5b**Title:** Installation and gravesite layouts**Authority:** NC-AU-73-30**Privacy Act:** Not applicable.

Description: Layout maps kept at cemeteries and other burial installations. They show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, enclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites within a cemetery or burial installation.

Disposition: Permanent. Retain in installation until discontinuance, at which time they will be transferred to the overseas records center, or retired to the Washington National Records Center, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office having Army-wide responsibility.

FN: 290-5c**Title:** Cemetery historical files

Table B-52**File category 290: Cemeteries—Continued**

Authority: NC1-AU-78-42**Privacy Act:** Not applicable.

Description: These files contain all data of an historical nature accumulated by field installations pertaining to establishment and development of burial installations, such as land metes and bounds, deeds, related correspondence, and newspaper and magazine articles pertaining to the installation.

Disposition:

- a. Overseas installations: Permanent. Transfer to OCRHA on discontinuance.
 - b. CONUS installations: Permanent. Forward to the office having Army-wide responsibility on discontinuance.
-

B-46. File category 310: Military publications*a. Prescribing directives.*

- (1) AR 31-10, Military Orders.
- (2) AR 310-49, The Army Authorization Documents System (TAADS) Documentation, Procedures, and Processing.
- (3) EP 310-1-5, Index to Guide Specifications.

b. Description. These records concern policies and procedures for issue of command orders and preparation and publication of authorization documents (criteria for manpower and equipment requirements are placed in the 570 series). Current files in the 310 category are listed in table B-53. Rescinded files in the 310 category are listed in table B-54.

Table B-53**File category 310: Military publications**

FN: 310**Title:** General military publications correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military publications which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military orders and authorization documents that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 310-1aa (not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable

FN: 310-1-5a**Title:** Military guide specifications**Authority:** NC1-AU-81-50**Privacy Act:** Not applicable.

Description: Specifications and related correspondence used as guides for military construction contract specifications.

Disposition:

- a. HQ, USACE or OCE and Huntsville Division: Destroy 7 years after

Table B-53**File category 310: Military publications—Continued**

supersession or obsolescence as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when no longer needed for current operations.

FN: 310-10a**Title:** Personnel-type orders**Authority:** NC1-AU-80-48**Privacy Act:** Not applicable.

Description: Documents announcing certain travel, promotion, courts-martial, and personnel actions, and separations issued by HQDA or by any other element of the Army, per the nonpermanent formats in AR 310-10. This includes any logs, indexes, or other control documents used to ensure continuity of orders number, where such exist. This does not include DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders.

Disposition:

- a. Approving or issuing authority: Destroy after 56 years. Retire to WNRC.
 - b. Other offices: Destroy when no longer needed for current operations.
-

FN: 310-10b**Title:** Permanent order background files**Authority:** NC1-AU-80-39**Privacy Act:** Not applicable.

Description: Information relating to the preparation, review, and issue of permanent orders, per the specific permanent order formats in AR310-10, and Department of the Army General Orders (DAGO). Included are studies, coordinating actions, recommendations or concurrences, and similar information that provides a basis for issuance or contributes to the content.

Disposition: Destroy after 25 years.

FN: 310-10c**Title:** Permanent order record sets**Authority:** NC1-AU-80-26**Privacy Act:** Not applicable.

Description: "Record set" of permanent orders, issued by any element of the Army, and DAGO issued by HDQA. These orders pertain to such matters as organizational actions, awards, and decorations. These record sets will not be charged out or posted.

Disposition:

a. Agencies not converting the data to microform: Permanent. Cut off annually and retire with the next regular retirement or transfer.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 310-49b**Title:** TDA, CTA, and TAADS files**Authority:** NN-165-46**Privacy Act:** Not applicable.

Description: Documents relating to initiation, development, preparation, review, approval, and managing TAADS, TDAs, MTOEs, modified tables of distribution and allowances (MTDA), JTAs, joint tables of distribution (JTD), and CTAs. Included are drafts, copies of published TDA, JTA, JTD, MTOE, MTDA, and CTA (including machine prepared or photocopies), coordination review and approval actions, and related documents.

Disposition:

a. Offices having Army-wide responsibility and proponent offices: Destroy 3 years after supersession or obsolescence.

b. Other offices: Destroy TDA and CTA when superseded or obsolete and destroy other files after 3 years.

FN: 310-49c**Title:** Activation and status changes**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.

Table B-53**File category 310: Military publications—Continued**

Description: Documents related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing changes in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related documents.

Disposition:

- a. Office of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of related unit, as applicable. Hold 1 year in CFA and then retire.
- b. Other offices and TOE units: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

Table B-54**File category 310: Military publications—rescinded FNs****FN:** 310-1a**Title:** Forms management reports**Use:** FN 25-30a**FN:** 310-1b**Title:** Numerical files (internal)**Use:** FN 25-30b**FN:** 310-1c**Title:** Numerical files (external)**Use:** FN 25-30c**FN:** 310-1d**Title:** Functional files**Use:** FN 25-30d**FN:** 310-1e**Title:** Forms number registers**Use:** FN 25-30e**FN:** 310-1f**Title:** Forms management surveys**Use:** FN 25-1g**FN:** 310-1g**Title:** Printing equipment controls**Use:** FN 25-30g**FN:** 310-1h**Title:** Printing plant inspections**Use:** FN 25-30h**FN:** 310-1i**Title:** Centralized instruction background files**Use:** FN 25-30i**FN:** 310-1j**Title:** Initial publication distribution files**Use:** FN 25-30j**FN:** 310-1k**Title:** Copyright authorizations**Use:** FN 25-30k**FN:** 310-1m**Title:** Printing plant job jackets**Use:** FN 25-30m**FN:** 310-1n**Title:** Accountable form receipts and issues**Use:** FN 25-30n**FN:** 310-1p**Title:** Accountable form authorizations**Use:** FN 25-30p**FN:** 310-1q**Title:** Decentralized instruction background files**Table B-54****File category 310: Military publications—rescinded FNs—Continued****Use:** FN 25-30q**FN:** 310-1r**Title:** Printing reports**Use:** FN 25-30r**FN:** 310-1s**Title:** Forms management survey background files**Use:** FN 25-1h**FN:** 310-1t**Title:** Publication approvals**Use:** FN 25-30t**FN:** 310-1u**Title:** Publication deviations**Use:** FN 25-30u**FN:** 310-1v**Title:** Periodical approvals**Use:** FN 25-30v**FN:** 310-1w**Title:** Printing plant establishment files**Use:** FN 25-30w**FN:** 310-1x**Title:** Reproduction equipment information**Use:** FN 25-30x**FN:** 310-1y**Title:** Publication control and processing files**Use:** FN 25-30y**FN:** 310-1z**Title:** Duplicating controls**Use:** FN 25-30z**FN:** 310-1aa**Title:** Printing and binding requisitions**Use:** FN 25-30aa**FN:** 310-1cc**Title:** Combat/training development guidance**Use:** FN 25-30cc**FN:** 310-1dd**Title:** Non-Army doctrine comments**Use:** FN 25-30dd**FN:** 310-2a**Title:** Publication reference sets**Use:** FN 25-30ee**FN:** 310-2b**Title:** Publishing office background files**Use:** FN 25-30ff**FN:** 310-2c**Title:** Housekeeping instructions**Use:** FN 1e**FN:** 310-2d**Title:** Policies and precedents**Use:** FN 1oo**FN:** 310-2e**Title:** Reference publications**Use:** FN 1jj**FN:** 310-2f**Title:** Technical material references**Use:** FN 1kk**FN:** 310-2g**Title:** Doctrinal/training media programs**Use:** FN 25-30gg**FN:** 310-2h**Title:** Publication requisitions

Table B-54 File category 310: Military publications—rescinded FNs—Continued
Use: FN 25-30hh
FN: 310-2i Title: Initial distribution requisitions Use: FN 25-30ii
FN: 310-2j Title: Publication stock record cards Use: FN 25-30jj
FN: 310-2k Title: Internal distribution schemes Use: FN 25-30kk
FN: 310-2m Title: Publication record sets Use: FN 25-30mm
FN: 310-2n Title: Training media files Use: FN 25-30nn
FN: 310-2p Title: Status of publication files Use: FN 25-30pp
FN: 310-2q Title: Publication history and stock usage files Use: FN 25-30qq
FN: 310-2r Title: Doctrinal/training media formulation files Use: FN 25-30rr
FN: 310-2s Title: Combat/training development technical references Use: FN 25-30ss
FN: 310-3a Title: Printing reports Use: FN 25-30r
FN: 310-3b Title: Publications manuscripts Use: FN 25-30uu
FN: 310-3c Title: Illustrations and drawings Use: FN 25-30vv
FN: 310-3d Title: Photographic negatives Use: FN 25-30ww
FN: 310-3e Title: Directives development and editing files Use: FN 25-30xx
FN: 310-3f Title: Training and equipment publication reports Use: FN 25-30yy
FN: 310-31a Title: TDA, CTA, and TAADS files Use: FN 310-49b
FN: 310-31b Title: Equipment tables Use: FN 71-31a
FN: 310-31c Title: TOE manpower authorization criteria Use: FN 71-31b
FN: 310-31d Title: TOE development files Use: FN 71-31c
FN: 310-34a Title: Materiel allowances

Table B-54 File category 310: Military publications—rescinded FNs—Continued
Use: FN 71-13a
FN: 310-34b Title: Equipment tables Use: FN 71-31a, FN 310-49a, or FN 71-13b
FN: 310-34c Title: Supply or equipment authorizations Use: FN 71-13c
FN: 310-34d Title: TOE manpower authorization criteria files Use: FN 71-13d
FN: 310-49a Title: Equipment tables Use: FN 71-31a

B-47. File category 325: Statistics

a. *Prescribing directive.* DA Memo 325-1, Clearance of Statistical Material for Release Outside the Department of the Army.

b. *Description.* Information on policies, procedures, and guidelines for submitting statistical information to the U.S. Army Information Systems Command-Pentagon for clearance before release outside the Department of the Army. See table B-55.

Table B-55 **File category 325: Statistics**

FN: 325 Title: General statistics correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to statistics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to statistics that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.
FN: 325-1a Title: Statistical material clearances Authority: NC1-AU-78-9 Privacy Act: Not applicable. Description: Information created in reviewing and issuing clearances for the release of specific statistical data. Included are copies of requests for statistical clearances, clearance actions, and related information. Note: Files accumulated in initiating or releasing offices will be filed subjectively with the material released. Disposition: a. Office having approval authority: Destroy in CFA after 15 years. b. Other offices: Destroy after 1 year.

FN: 325-1b Title: Statistical material automatic clearances Authority: NC1-AU-78-9

Table B-55**File category 325: Statistics—Continued**

Privacy Act: Not applicable.

Description: Information relating to the issue of automatic clearances for the release of statistical data outside DA. Included are requests for automatic clearances, correspondence containing the clearances, and related information.

Disposition:

- a. Office having approval authority: Destroy 15 years after termination of clearance.
 - b. Other offices: Destroy on supersession or termination.
-

FN: 325-5a

Title: Statistical material clearances (Rescinded, use FN 325-1a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 325-5b

Title: Statistical material automatic clearances (Rescinded, use FN325-1b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-48. File category 335: Management information control

a. Prescribing directives.

- (1) AR 335-15, Management Information Control System.
- (2) ER 335-2-1, Waterborne Commerce Statistics.
- (3) ER 335-2-5, Annual Report of the Chief of Engineers on Civil Works Activities.

b. Description. These records concern policies and procedures for control of management information reports and ADP products generated and distributed within and between Army elements and to agencies external to DA, including control over establishment of information and reporting requirements; standards for directives; distribution, format, and forms used for both manually prepared and automated reports; periodic review of both manual and automated information reporting requirements; improvement of information management; listing of controlled information requirements(reports), and maintenance of ADP final product inventory. See table B-56.

Table B-56**File category 335: Management information control**

FN: 335

Title: General management information control correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to management information control which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)
 - b. NONACTION: Matters relating to management information control that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices(establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.
- Disposition:**
- a. ACTION: Destroy after 2 years.

Table B-56**File category 335: Management information control—Continued**

b. NONACTION: Destroy when no longer needed for current operations.

FN: 335-2-1a

Title: Waterway traffic data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the collection and compilation of data on waterway traffic through locks and regulated canals. Included are waterway traffic reports and traffic registers.

Disposition: Destroy after 5 years.

FN: 335-2-1b

Title: Data collection ruling and confidentiality aspect files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information to use as guidelines to continuing operational requirements and procedures of the Waterborne Commerce Statistics Center(WCSC) and collecting district offices. Included are maps, charts, and copies of related published materials.

Disposition: Destroy on supersession.

FN: 335-2-1c

Title: Vessel code index cards

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vessel code index card or comparable form. Retain card as long as vessel operator maintains a headquarters within the boundary of the district. When the reporting headquarters for the vessel is transferred to an area within the jurisdiction of another district, transfer the card to that office.

Disposition: Destroy 1 year after vessel is transferred to a foreign flag, decommissioned, sunk or destroyed, and notification furnished WCSC.

FN: 335-2-1d

Title: District annual port-to-port by commodity tabulations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Annual port or dock to port or dock summarizations of commodity data for each harbor and waterway of record.

Disposition:

- a. WCSC: Destroy after 2 years.
 - b. District offices: Destroy after 10 years.
-

FN: 335-2-1e

Title: National summary port-to-port by commodity tabulations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Final summarizations of detailed card or tape records created in compiling harbor and waterway commodity statistics published in the annual Waterborne Commerce of the United States series.

Disposition: Destroy after 20 years. Retire after 10 years.

FN: 335-2-1f

Title: Operator, vessel, commodity classification and port and dock code manuals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Alphabetical and numerical listings of codes assigned operators, vessels, commodities, and ports and docks of the United States. File one copy of port and dock code manual with annual port-to-port tabulations in order that the summary listings can be readily decoded.

Disposition: Destroy when obsolete.

FN: 335-2-1g

Title: Operator, vessel, commodity, port and dock, and vessel itinerary routing master cards or tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Master records employed in preparing the coding manuals described in FN 335-2-1f and from which connecting channel identification and distances for ton-mile development are inserted into unit records.

Disposition: Destroy upon supersession.

FN: 335-2-1h

Table B-56**File category 335: Management information control—Continued**

Title: Detail files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files contain transfer sheets, dock reports, Great Lakes Customs forms, transportation series reports, detail and summary listings of every description and type which are prepared for control and checking purposes. Included are quarterly district and vessel trip listings; work sheets; lockmasters, pilots, and canal reports; collection control forms (ENG Form 3928); form letters; project descriptions; manuscripts and proofs for Waterborne Commerce Statistics and Transportation Series, chapter 8, volume 1 of Annual Report of COE publications.

Disposition: Destroy 1 year after publication of each document for which files are created.

FN: 335-2-1i

Title: Vessel operation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Report Forms ENG 3925, B, C, D, and comparable forms.

Disposition: Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

FN: 335-2-1j

Title: Domestic detail card and tape files and census foreign data tapes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Detail records prepared from vessel operation reports and foreign statistics from Bureau of the Census.

Disposition:

a. Cards: Destroy 1 year after publication of the annual Waterborne Commerce of the United States.

b. Tapes: Destroy 5 years after release of the publication.

FN: 335-2-1k

Title: Intermediate summaries

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Summary machine listings on origin, destination, traffic, and commodity files. These are summaries prepared from detail records and used in preparation of the final port-to-port summaries.

Disposition: Destroy after 3 years.

FN: 335-2-1m

Title: Background material and manuscripts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information created together with special reports and studies on commercial statistics and port and terminal facilities series files. Included are especially prepared punchcards, magnetic tapes, manuscripts, maps, charts, photographs, field notes, memorandums, records of meeting, instructions, interpretations, and definitions.

Disposition: Destroy 2 years after completion of study or when no longer needed for reference.

FN: 335-2-1n

Title: Progress reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Quarterly progress report on compilation of waterborne commerce statistics and monthly status report of collection, coding, and checking activity.

Disposition: Destroy after 2 years.

FN: 335-2-5a

Title: Civil works small projects (Rescinded; use FN 1105-2-10b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5b

Title: Civil works supervisory files (Rescinded; use by FN1105-2-10c.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-56**File category 335: Management information control—Continued**

FN: 335-2-5c

Title: Civil works projects (Rescinded; use FN 1110-2-1150a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5d

Title: Special civil works projects (Rescinded; use FN1110-2-1150b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 335-2-5e

Title: Annual reports

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: These files contain annual reports with changes, revisions, and amendments consisting of a summary of each project covering location, the existing projects, recommended modifications of project, reference to published articles on the project, local cooperation, terminal facilities, operations and results during the year, condition at the end of the fiscal year, cost and financial statement, general investigations, flood-wall rehabilitation, navigation projects on which reconnaissance and condition surveys only were conducted during the fiscal year, table of authorized projects, inspection of completed flood-control work, flood-control work under special authorization, miscellaneous activities, and statistics on waterborne commerce.

Disposition:

a. OCE: Permanent.

b. Field offices: Destroy when no longer needed for reference.

FN: 335-2-5f

Title: Annual report drafts, manuscripts, and proofs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: This information includes annual report drafts, manuscripts, printers proofs, ENG Form 1239 (Cost and Financial Summary), comments and concurrences, reports on accomplishment of flood control, and multiple-purpose projects.

Disposition: Destroy 1 year after publication.

FN: 335-15a

Title: Management information control system cases

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information showing action taken in evaluating the requirement to approve and control specific reports. These files also relate to initial evaluation and periodic reevaluation of proposed and actual information systems (both automated and manual), outputs to determine feasibility and desirability of using information systems, essentiality of input and output, and conformance of the output with reporting standards and policy. Included are applications for approval of reports; copies of pertinent forms or descriptions of formats; copies of the prescribing directive; preparation instructions; documents on continuing, revising, or otherwise changing the report or output; memorandums with results of periodic and special evaluations; information identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar information.

Disposition: Destroy 2 years after discontinuance of the report.

FN: 335-15b

Title: Management information control system and output registers

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information used to control assignment of reports control symbols and automated information systems outputs. Included are registers, ledgers, and comparable control documents.

Disposition: Destroy when no longer needed for current operations.

B-49. File category 340: Office management

a. *Prescribing directives.*

(1) AR 340-3, Official Mail Cost Control Program.

(2) AR 340–21, The Army Privacy Program.

b. Description. These records concern policies, procedures, and formats for receipt, distribution, preparation, and transmission of mail; mailing addresses; and other matters relating to mail service, safeguarding nondefense information, and release of information and records contained in Army files. Current files in the 340 category are listed in table B–57. Rescinded files in the 340 category are listed in table B–58.

Table B–57

File category 340: Office management (active)

FN: 340

Title: General office management correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to office management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to office management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 340–3b

Title: Official mail inspections

Authority: NN–166–204

Privacy Act: Not applicable.

Description: Information on inspection of mail rooms and other locations preparing and handling official mail. Included are reports, inspection checklists, DA Form 4509–R (Official Mail Control Officer (OMCO) Inspection Checklist), and related information.

Disposition: Destroy after review by major command or Inspector General.

FN: 340–3c

Title: Official indicia costs

Authority: NC1–AU–83–7

Privacy Act: Not applicable.

Description: Information relating to use of official postal indicia. Includes USPS Form 3602–A (Record of Meter Registry Reading), USPS Form 3603 (Receipt for Postage Settings), USPS Form 3533 (Application and Voucher for Refund of Postage and Fees), information reflecting accountability for Penalty Mail Stamps, and similar or related information.

Disposition: Destroy after 2 years.

FN: 340–3d

Title: Postage meter licenses

Authority: NC1–AU–83–50

Privacy Act: Not applicable.

Description: Licenses approved by the United States Postal Service for Army activities to use postage meters. Includes copies of applications or requests for postage meter licenses.

Disposition:

a. License: Destroy upon cancellation.

b. Copies of applications or request for postage meter license: Destroy upon receipt of approved license. If license is denied, destroy after 1 year.

FN: 340–21a

Title: Privacy cases

Authority: NC1–64–76–3

Table B–57

File category 340: Office management (active)—Continued

Privacy Act: A0340–21SAIS

Description: Documents accumulated in notifying requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests; approval and refusal actions; appeals and actions on appeals, including DA Privacy Review Board minutes and actions; coordination actions; copies of the requested and amended or unamended records; statements or disagreement; and related information.

Disposition:

a. Offices of appellate authorities:

(1) Appeals adjudicated fully in favor of requestor: Destroy after 4 years.

(2) Appeals refused in full or in part: Destroy after 10 years provided legal proceedings are completed.

b. Office of Access and Amendment Refusal Authority (AARA):

(1) Approved requests, unappealed refusals, and refusals fully overruled by appellate authorities: Destroy after 4 years.

(2) Refusals upheld in whole or in part by appellate authorities: Destroy after 10 years, provided legal proceedings are completed.

c. Other offices: Destroy 4 years after final action by agency.

FN: 340–21b

Title: Privacy Act reports

Authority: NC1–64–76–3

Privacy Act: Not applicable.

Description: Information consisting of recurring reports and one-time information requirements relating to agency implementation of the Privacy Act. Included are annual reports to Office of Management and Budget (OMB) and Congress, similar reports, and related information.

Disposition:

a. Annual reports prepared by office having Army-wide responsibility: Permanent.

b. Other reports: Destroy after 2 years.

FN: 340–21d

Title: Privacy statements

Authority: NC1–64–76–3

Privacy Act: Not applicable.

Description: Information accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other documents used to collect information from individuals, to ensure necessity, compliance with privacy program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports, coordination actions, copies of instructions, and related information.

Disposition: Destroy 2 years after discontinuance of related form, format, survey, or report.

FN: 340–21f

Title: Privacy Act Controls

Authority: GRS 14, Item 24a and b

Privacy Act: Not applicable.

Description: Information maintained for control purposes in responding to requests for release of information. Included are registers and similar records listing data, nature and purpose of request, and name and address of requestor.

Disposition:

a. Registers and listings: Destroy 5 years after date of last entry.

b. Other information: Destroy 5 years after final action by activity or final adjudication by courts, whichever is later.

Table B–58

File category 340: Office management—rescinded FNs

FN: 340a

Title: Office general management files

Use: FN 1b

FN: 340b

Title: Office service and supply files

Table B-58 File category 340: Office management—rescinded FNs—Continued
Use: FN 1p
FN: 340c Title: Office property records Use: FN 1q
FN: 340d Title: Reading files Use: FN 1mm
FN: 340e Title: Office nonaccountable property files Use: FN 710-2dd
FN: 340f Title: Central files Use: FN 25-400-2h
FN: 340-1a Title: Records management surveys Use: FN 25-1g
FN: 340-1b Title: Records management survey background files Use: FN 25-1h
FN: 340-1c Title: Records Management Program Use: FN 25-1i
FN: 340-3a Title: Office mail controls Use: FN 1n
FN: 340-4a Title: Filing equipment management files Use: FN 1p
FN: 340-4b Title: Office files equipment use and approvals Use: FN 1q
FN: 340-5b Title: Correspondence distribution systems Use: FN 1p
FN: 340-17a Title: FOIA requests Use: FN 25-55a
FN: 340-17b Title: FOIA administrative files Use: FN 25-55b
FN: 340-17c Title: FOIA appeals Use: FN 25-55c
FN: 340-17d Title: FOIA controls Use: FN 25-55d
FN: 340-17e Title: FOIA reports Use: FN 25-55e
FN: 340-17f Title: Access to information files Use: FN 25-55f
FN: 340-17 Title: Safeguarded nondefense information releases Use: FN 25-55g
FN: 340-17h Title: Nonsafeguarded information releases Use: FN 25-55h
FN: 340-17i Title: Unauthorized disclosure reports

Table B-58 File category 340: Office management—rescinded FNs—Continued
Use: FN 25-55i
FN: 340-17j Title: FOIA request denials Use: FN 25-55j
FN: 340-17k Title: Medical records access files Use: FN 40-66ee
FN: 340-20a Title: Office copier use and approvals Use: FN 1q
FN: 340-20b Title: Office copying equipment management files Use: FN 1q
FN: 340-20d Title: Office copier systems Use: FN 1q
FN: 340-21c Title: Office privacy disclosure accounts Use: FN 1u
FN: 340-21e Title: System reports and notices Use: FN 25-51a
FN: 340-22a Title: Micrographic systems and equipment management files Use: FN 25-1e
FN: 340-22b Title: Office micrographics use and approvals Use: FN 1q

B-50. File category 350: Training

a. Prescribing directives.

- (1) AR 350-1, Army Training.
- (2) AR 350-6, Army-Wide Small Arms Competitive Marksmanship.
- (3) AR 350-7, Training and Evaluation of Forces for Civil Disturbances.
- (4) AR 350-28, Army Exercises.
- (5) AR 350-37, Individual Training Evaluation Program (ITEP).
- (6) AR 350-41, Army Forces Training.

b. Description. These records concern instructing personnel in performing military functions, tasks, and exercises involving units to increase their combat readiness. Included are basic training, individual training, and military techniques; doctrines and tactics; and on-the-job training (OJT) for military or civilian personnel, such as supervisory, management, first aid, security, recognition, and physical fitness (table B-59). Excluded are subjects in the 351, 352, and 621 series.

Table B-59 **File category 350: Training**

FN: 350 Title: General training correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a

Table B-59**File category 350: Training—Continued**

general, routine, and administrative nature; and other information relating to training which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to training that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 350a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-1a

Title: Training inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related information.

Disposition:

a. HQDA, MACOMs, and major subordinate commands: Destroy after 2 years.

b. Other offices and TOE units: Destroy after 1 year.

FN: 350-1b

Title: Physical fitness evaluation scorecards (Rescinded; use FN350-37a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-1c

Title: Training facility requirements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to deciding needs for training facilities. Included are requirements for acquiring, activating, retaining, using, expanding, consolidating, deactivating, and disposing of facilities. Also included are studies, justifications, maps, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy after 5 years.

FN: 350-1d

Title: Training operations

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: Documents related to planning and conducting basic training, general training, command post exercises, field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, final reports and comments on unit technical training programs, Emergency Deployment and Readiness Exercises, Opposing Force Program, and similar information. Not included are Common Task Tests (CTTs) and Skill Qualification Tests (SQTs); see FN 350-37a below).

Disposition:

a. Office having Army-wide responsibility: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

b. Offices of major and subordinate command headquarters conducting the maneuver or exercise, or planning the training operation or program: Permanent. PIF on completion of action on the exercise report and cut off at the end of that year.

c. Other offices and TOE units: Destroy after 2 years.

Table B-59**File category 350: Training—Continued**

FN: 350-1e

Title: Annual training support files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to support for annual training of ARNG and USAR units. Included are support plans, critiques, scenarios, and related information.

Disposition: Destroy 1 year after completion of final action related to annual training support.

FN: 350-1f

Title: Training reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents showing strength and status of training for the Active Army and the Reserve components. Included are training evaluation reports, National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and related documents.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. Offices of major and subordinate command headquarters: Destroy after 5 years.

c. Other offices: Destroy after 2 years.

FN: 350-1g

Title: Unit tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to administering training tests to units. Included are advance notices of tests, checklists, reports of test results, notices of ratings, and related documents.

Disposition: Destroy after 2 years.

FN: 350-1h

Title: Proficiency tests

Authority: NN-166-204

Privacy Act: AO640-10aTAPC

Description: Documents reflecting degree of proficiency in military training such as completing the infiltration course. Included are proficiency tests and related documents.

Disposition: Destroy on publication of classification order or after proper entry has been made on the qualifications card or in the service record.

FN: 350-3-2a

Title: Operation and maintenance correspondence (Rescinded, use FN570-2-1a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-6a

Title: Marksmanship files

Authority: NC1-AU-78-1

Privacy Act: AO920-15SFDM

Description: Documents related to planning, scheduling, administering, and conducting rifle and pistol firing competition among members of the armed services, reserve components, and rifle clubs of civilian organizations and educational institutions. Included are correspondence with the civilian clubs, comments on and approval of the program for the national matches, lists of team members, firing score records, written protests, final reports of competition, individual records of awards, and related documents.

Disposition: Destroy after 2 years.

FN: 350-7a

Title: Task analyses

Authority: N1-AU-86-54

Privacy Act: Not applicable.

Description: Front-end analyses which identify and describe individual tasks to enable training development that will produce soldiers and units to accomplish their wartime missions. Included are examinations of threat, doctrine, organization, and equipment, tactical unit evaluations,

Table B-59**File category 350: Training—Continued**

unit mission analyses, identification of tasks for training, training site recommendations, and related information.

Disposition: Destroy 1 year after deletion of task from the Army inventory.

FN: 350-7b

Title: Task analysis background files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Background materials on task analyses accumulated and maintained for reference and audit trail purposes.

Disposition: Destroy when no longer needed for current operations.

FN: 350-27a

Title: Joint Airborne/Air Transportability training files (Rescinded; use 350-41a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 350-28a

Title: Emergency tests and exercises

Authority: NC1-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to testing of various emergency plans. Included are exercise directives, announcements concerning tests to be conducted, instructions to participating personnel, staffing assignments, test messages, estimates of simulated damages, estimates of cost and resources required to repair simulated damage, estimates of available resources, critique sheets, final exercise reports, and related information.

Disposition:

- a. Final reports prepared by office exercising Army-wide responsibility and major Army commands: Permanent.
- b. Final reports prepared by organizations below MACOM level: Destroy after 2 years.
- c. Other related documents: Destroy upon preparation of final report.

FN: 350-37a

Title: Individual training files

Authority: NN-166-204

Privacy Act: AO350-37TRADOC and OPM/GOVT 1

Description: This is a single folder on each soldier, maintained at the company, battery, or separate detachment level by the training noncommissioned officer (NCO) or first sergeant, which consolidates in one place the various types of records that indicate the training status and progress of individual soldiers.

Note: Under MARKS, records are identified by the same number as their prescribing directive. However, so that the unit can maintain all information on the soldier in a single, by-name folder (and thereby avoid having to keep several folders on each soldier), all these records are included here under this single file number. Included are records of the Individual Training Evaluation Program (ITEP), which measures skill level attainment and ability to carry out common tasks by soldiers. This includes SQT and CTT, DA Form 705 (Physical Fitness Evaluation Scorecard) and similar or related records (such as "Run For Your Life") dealing with fitness of unit members, weapons qualification records, records on special advanced training or OJT administered at the unit level, counseling records on performance during training and general state of readiness of individual soldiers, and records similar to those described above, including those that may be required by command or local directives. Job books kept by individual NCOs are prescribed by ITEP, but need not be marked with a file number nor controlled under MARKS.

Disposition:

- a. SQT: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first.
- b. CTT: Destroy when no longer needed for current operations.
- c. Other records: Upon transfer or separation, forward those specified by AR 640-10 with the MPRJ, and destroy the remainder.

FN: 350-37b

Title: Scored qualification tests

Authority: NN-166-204

Privacy Act: AO350-37TRADOC and OPM/GOVT 1

Table B-59**File category 350: Training—Continued**

Description: Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.

Disposition: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days.

FN: 350-37c

Title: Test development

Authority: NC1-AU-79-21

Privacy Act: Not applicable.

Description: Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This also includes that information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

Disposition:

a. Development:

- (1) Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.
- (2) Other offices: Destroy after 2 years.

b. Background data: Destroy 25 years after test is discontinued.

FN: 350-41a

Title: Joint Airborne/Air Transportability Training files

Authority: NC1-AU-85-62

Privacy Act: Not applicable.

Description: Information on the Joint Airborne/Air Transportability Training(JA/ATT) Program as contained in AR 350-27. This program provides for Army planning and requesting, from Military Airlift Command, such missions as airdrops of personnel and cargo, assault air and land operations, static load training, and combat support training. Included are evaluations of the program, message requests for airlift support, information on participation in the MAC Affiliation Program (including requests for new MAC affiliations), issues and recommendations for resolution arising from joint conferences on JA/ATT, reviews of Army JA/ATT requests, priority mission request lists, and related information.

Disposition:

a. Office with Army-wide responsibility:

- (1) Program evaluations and related information: Destroy after 3 years.
- (2) All other records: Destroy when no longer needed for current operations.

b. Other offices: Destroy when no longer needed for current operations.

B-51. File category 351: Schools

a. *Prescribing directives.*

- (1) AR 351-1, Individual Military Education and Training.
- (2) AR 351-3, Professional Education and Training Program of the Army Medical Department.
- (3) AR 351-5, United States Army Officer Candidate School.
- (4) AR 351-9, Interservice Education and Training.
- (5) AR 351-12, Nomination to the U.S. Military Academy: Enlisted Categories.
- (6) AR 351-17, U.S. Military Academy and U.S. Military Academy Preparatory School Admissions Program.

b. *Description.* These records concern training and education received in service and military-type schools and hospitals, including Army-sponsored training courses arranged with civilian institutions where the applicant is selected and related expenses are paid by the Army. This includes educational opportunities provided through branch service schools, Officer Candidate Schools, Military Academy, Army War College, Command and General Staff College, and similar schools and colleges. See table B-60.

Table B-60**File category 351: Schools**

FN: 351**Title:** General schools correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to schools which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to schools that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 351a**Title:** Individual academic records**Authority:** NC1-AU-78-131**Privacy Act:** A0351aTRADOC

Description: Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. (Records of individuals re-enrolling in extension courses will be refiled in the active file.)

Disposition: Destroy after 40 years. Cut off annually. Records of extension courses, however, will be held 3 years in CFA and 2 years in RHA before retirement to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132.

FN: 351b**Title:** Instructor information**Authority:** NC1-AU-84-35**Privacy Act:** A0351DAPE

Description: Documents at schools that provide a record of qualifications and effectiveness on potential instructors and guest speakers. They are used to assign or employ instructors, place instructors to everyone's advantage, and determine the instructor's need for additional training. Included are instructor evaluation forms, qualification data, biographical sketches, and related documents.

Note: Documents about transferred, separated, and potential instructors who return as instructors or guest speakers will be withdrawn from the inactive file and placed in the current file.

Disposition:

a. USMA: Destroy in CFA after 25 years.

b. Other offices: Destroy in CFA 10 years after transfer or separation of instructor.

FN: 351c**Title:** Curriculum approvals**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

Description: Documents about controlling and approving the establishment, content, and conduct of individual Army school courses. They will describe the courses' accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations about eliminating overlap and duplication between courses, common subjects, revision of courses, reports of staff assistance visits, course approvals, copies of special texts, programs and courses of instruction, and similar documents.

Disposition:

a. Offices with responsibility for approving and controlling school

Table B-60**File category 351: Schools—Continued**

curriculum: Permanent. PIF on formal revision or discontinuance of the course and cut off at the end of that year.

b. Other offices: Destroy after 5 years.

FN: 351d**Title:** Consolidated class files**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.

Description: Documents about programmed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the Army school system and related documents.

Disposition: Permanent.

FN: 351e**Title:** Course publications**Authority:** NN-165-47 and NC1-AU-77-87**Privacy Act:** Not applicable.

Description: Documents related to establishing, revising, and discontinuing courses of instruction at Army colleges, service schools, other schools, and those joint schools for which the Army has records management responsibility. Included are programs of instruction, courses of instruction, lesson plans, special texts, syllabuses, and coordinating actions; approvals for establishment, revision, or discontinuance of the course; and related documents.

Disposition:

a. U.S. Military Academy, Army War College and Joint Colleges: Permanent. PIF on revision or discontinuance of course and cut off at the end of that year.

b. The Judge Advocate General's School: Destroy in CFA 8 years after revision or discontinuance of course.

c. Other schools: Destroy 5 years after revision or discontinuance of course.

FN: 351f**Title:** School studies**Authority:** NC1-AU-83-10**Privacy Act:** Not applicable.

Description: Documents accumulated by schools about methods of instruction, evaluations of the curriculum, analyses of group educational accomplishments, and comparable topics. Included are studies and related documents.

Disposition:

a. Organizations not converting the data to microform: Permanent.

b. Organizations converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 351g**Title:** School inspections**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents about checking the status and quality of the training conducted by Army schools and teaching facilities. Included are inspection reports, reports of corrective action, and related documents.

Disposition:

a. Offices conducting the inspection: Destroy after 5 years or after the next comparable inspection, whichever is first.

b. Schools and teaching facilities: Destroy 1 year after the next comparable inspection.

c. Other offices: Destroy after 2 years.

FN: 351h**Title:** Branch instructor conferences**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

Description: Documents relating to conferences with branch instructors assigned to other schools to help standardize branch doctrine, keep abreast of current developments, and discuss problems of mutual interest. Included are agenda, agenda approvals, conference reports, and related documents.

Table B-60**File category 351: Schools—Continued**

Disposition:

- a. Sponsoring schools: Destroy after 15 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 351i**Title:** School accreditations**Authority:** NC1-AU-77-135**Privacy Act:** Not applicable.

Description: Documents about Army Service Schools adhering to standards set by accreditation boards to ensure that courses completed in service schools are accepted for credits in civilian colleges and schools. Included are documents about classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self-studies and reviews, and related documents.

Disposition: Destroy in CFA 5 years after review by the accreditation board.

FN: 351j**Title:** Faculty board files**Authority:** N1-AU-89-16**Privacy Act:** AO351DAPE

Description: Documents pertaining to the class standing, rating, classification, and proficiency of students. Included are minutes of school faculty board meetings and related documents.

Disposition: Destroy after 5 years.

FN: 351k**Title:** Class academic records**Authority:** NN-165-47**Privacy Act:** AO351DAPE

Description: Documents kept by training instructors showing progress and attendance of class members. Included are cards, card forms, and related documents.

Disposition:

- a. The Judge Advocate General's School: Destroy after 10 years in CFA.
 - b. Other offices: Destroy after 10 years.
-

FN: 351-1a**Title:** Student selections**Authority:** NN-166-204**Privacy Act:** A0601-210TAPC

Description: Documents about selecting people to attend military schools. Included are requests for and allocations of school quotas, waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for school training, availability of school funds, transfer or relief of students, and related information.

Disposition: Destroy 2 years after close of school year.

FN: 351-1b**Title:** School planned inputs**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable

Description: Documents on planning, executing, and revising personnel inputs for Army school courses. Included are comprehensive statements of the training needs of each agency authorized to send students to Army schools, schedules of school classes to accommodate planned inputs, allocations of school quotas to input agencies, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years. Retain in CFA or RHA.
 - b. Other offices: Destroy after 2 years.
-

FN: 351-1c**Title:** Quotas**Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

Description: Documents about setting, allocating, and controlling quotas for education and training of Army personnel at military schools. Included are requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 351-1d

Table B-60**File category 351: Schools—Continued**

Title: School reports**Authority:** NC1-AU-78-2**Privacy Act:** AO351DAPE

Description: Documents about the number of school enrollments, turnbacks, graduates, and failures, persons enrolled from other services, reserve component students, and similar categories of reporting. Included are forms, printouts, correspondence, and related information.

Disposition:

- a. Requiring offices performing Army-wide responsibility:
 - (1) Consolidated or summarized reports: Permanent.
 - (2) Feeder reports: Destroy after 2 years.
 - b. Schools and other offices: Destroy after 2 years.
-

FN: 351-1e**Title:** Eligibility determinations**Authority:** NN-166-204**Privacy Act:** A0601-210TAPC

Description: Documents related to determining eligibility of individuals for attendance at Officer Candidate Schools, Reserve Officers Training Corps, or similar personnel programs (but not including attendance at USMA, for which see file no. 351-12a below). Included are approvals, disapprovals, and similar information.

Disposition: Destroy after 1 year.

FN: 351-1f**Title:** Leaders course evaluations**Authority:** NN-166-204**Privacy Act:** AO351DAPE

Description: Documents about rating each student attending leader courses at noncommissioned officer academies. Included are student leadership evaluation report summary sheets, rating sheets, summary evaluation reports, reaction test observations, and related documents.

Disposition: Destroy 6 months after graduation of the class.

FN: 351-1g**Title:** Collateral individual training records**Authority:** NN-166-204**Privacy Act:** AO351TRADOC

Description: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee records, progress reports of individuals, delinquency reports, registration forms, examination papers, and related documents.

Disposition:

- a. Destroy after 1 year.
 - b. Exceptions:
 - (1) The Judge Advocate General's School: Destroy after 2 years.
 - (2) U.S. Army Reserve schools: Destroy after 3 years.
-

FN: 351-3a**Title:** Medical education committee files (Rescinded; use FN 15-1a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 351-3b**Title:** Medical training materials**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.

Description: Documents about developing and supervising the Medical Internship and Residency Training Program. Included are department teaching programs, schedules, hospital conference reports, minutes of the Medical Records-Medical Audit Committee and Subcommittees, and related documents.

Disposition: Destroy when no longer needed for training purposes.

FN: 351-3c**Title:** Medical xray teaching files**Authority:** NC1-AU-76-38**Privacy Act:** Not applicable.

Description: Information used for teaching and training purposes at hospitals where an authorized teaching or training program is in effect. Included are selected groups of medical xrays and related information.

Table B-60**File category 351: Schools—Continued**

Disposition: Report to servicing DRMO for appropriate disposition instructions, when no longer needed for teaching or training purposes.

FN: 351-3d

Title: Dental xray projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to dental research projects. Included are studies and similar information.

Disposition: Destroy 2 years after completion of the project.

FN: 351-3e

Title: Dental xray teaching files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used for teaching and training purposes at those hospitals where an authorized teaching or training program is in effect. Included are selected groups of dental xrays and related information.

Disposition: Destroy when no longer needed for teaching or training purposes.

FN: 351-3f

Title: Extra oral dental xrays

Authority: II-NNA-1617

Privacy Act: Not applicable.

Description: Xrays involving oral surgery in connection with jaw fractures and diseases, skull fractures, injuries and plates, bone grafting, and similar conditions.

Disposition: Report to servicing DRMO for appropriate disposition instructions 5 years after the end of the year in which last xray was taken.

FN: 351-3g

Title: Medical facility affiliations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents about the affiliation of civilian institutions with Army medical facilities for training purposes. Included are affiliation agreements, recommendations for approval, and affiliation program cost estimates; memorandums of agreement for training of individual affiliates, including approvals and notices of ending affiliation agreements; and related documents.

Disposition: Destroy 5 years after termination of the affiliation agreement.

FN: 351-5a

Title: Officer Candidate School (OCS) applicants

Authority: NN-166-204

Privacy Act: AO351aTRADOC

Description: Documents relating to application for entering Officer Candidate School (OCS). Included are qualification reports, statements of qualification, statements of branches for which qualified, and related documents.

Disposition: Destroy after 1 year.

FN: 351-5b

Title: Inquiry and eligibility

Authority: NN-166-204

Privacy Act: AOAO351aTRADOC

Description: Documents related to verifying the eligibility of individuals for OCS. Included are letters, reports, designations of Distinguished Military Graduates of OCS, and similar documents.

Disposition: Destroy after 2 years.

FN: 351-5c

Title: Relief from OCS

Authority: NN-166-204

Privacy Act: AO351aTRADOC

Description: Information on OCS candidates who are considered for relief from OCS for disciplinary reasons, academic deficiencies, lack of motivation, or any other reason as listed in AR 351-5. Included are correspondence, notifications of deficiency, predecision responses by the candidate, and similar information.

Disposition: Destroy after 5 years.

FN: 351-5d

Title: Disenrollment record

Table B-60**File category 351: Schools—Continued**

Authority: NC1-AU-78-1

Privacy Act: AO351aTRADOC

Description: Information reflecting a record of disenrollment from officer candidate type training. It provides data for evaluation of personnel who later apply for an officer program in other Services. Included are cards, card forms, and related information.

Disposition: Destroy in CFA 5 years after disenrollment of the candidate.

FN: 351-9a

Title: School visits

Authority: NC1-AU-78-1

Privacy Act: Not applicable.

Description: These are documents relating to school visits and visits to USAR schools and Army training centers to exchange ideas, ensure correctness and uniformity of doctrine and teaching techniques, observe teaching methods, and help prepare instructional materials. Included are visit requests, reports of visits, and related documents.

Disposition:

a. School or training center making the visit: Destroy 5 years after next visit.

b. Other offices: Destroy after the next comparable visit.

FN: 351-12a

Title: USMA eligibility determinations

Authority: NC1-AU-80-38

Privacy Act: AO351-12DAPE

Description: Documents related to determining eligibility of individuals for admission to USMA. Included are approvals, disapprovals, waivers, and similar information.

Disposition: Destroy after 1 year.

FN: 351-12b

Title: USMA Preparatory School files

Authority: NC1-AU-80-38

Privacy Act: AO351-12DAPE

Description: Documents accumulated and maintained on individual applicants to the school and documents maintained on cadet candidates at the school. Included are items such as official application letters with supporting documents, delinquency reports, faculty adviser evaluations, and similar records relating to the applicant or candidate which are not eligible for inclusion in the official military personnel file or the individual academic record file, which are maintained separately.

Disposition:

a. Files on school graduates: Cut off on graduation, destroy in CFA after 5 years.

b. Files on unsuccessful cadet candidates: Cut off on graduation of class to which file pertains, destroy after 1 year.

c. Files on unsuccessful applicants: Cut off at start of class to which file pertains, destroy after 1 year.

FN: 351-17a

Title: USMA admissions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents concerning such matters as eligibility standards, nomination procedures, and examination processes which directly contribute to the program for obtaining and selecting individuals to attend the U.S. Military Academy. Included are documents which form the basis for Department of the Army publications, directives, and instructions, policy decisions, precedent cases, and interpretation of Army directives.

Disposition:

a. Offices having Army-wide responsibility: Permanent.

b. USMA: Permanent.

c. Other offices: Destroy after 2 years.

FN: 351-17b

Title: USMA entrance examination results

Authority: NC-AU-75-42

Privacy Act: AO351-12DAPE

Description: Documents reflecting the results of examination for entrance to the U.S. Military Academy. The examination results pertain to applicants in the Regular Army and Reserve Components, as well as those not connected with military service. Included are rosters and related documents.

Table B-60**File category 351: Schools—Continued**

Disposition:

- a. USMA: Destroy after 50 years. Do not retire.
- b. Office having Army-wide responsibility: Destroy after 2 years.

FN: 351-17c**Title:** USMA candidate files**Authority:** NN-166-204**Privacy Act:** AO351-12DAPE

Description: Documents relating to candidates for the United States Military Academy (USMA). These files are maintained by USMA and the Headquarters, Department of the Army office responsible for staff supervision of this function. Included are applications, nominations, appointments, acceptances, physical examinations, and related documents.

Disposition: Withdraw and transfer to USMA Cadet Files (FN 351-17e) on admission of the candidate to USMA. Destroy remaining files on expiration of age eligibility or after 3 years, whichever is later.

FN: 351-17d**Title:** USMA candidate indices**Authority:** NN-166-204**Privacy Act:** AO351-12DAPE

Description: Documents reflecting information on each candidate for entrance to the USMA, maintained by the HQDA office responsible for staff supervision of this function. Included are cards and related documents.

Disposition: Destroy in CFA after 15 years. Review file at least once each 5 years for this purpose.

FN: 351-17e**Title:** USMA cadet files**Authority:** NC-AU-75-25**Privacy Act:** AO351-12DAPE

Description: Documents relating to appointment and attendance of each cadet at the USMA. Included are folders of files comparable to the Official Military Personnel Folder for members of the Active Army. Files in this category are maintained by USMA and by the HQDA office which has staff responsibility for this function.

Disposition:

a. HQDA office:

- (1) Files of individuals who are commissioned become part of the Official Military Personnel folder.
- (2) Files of individuals not commissioned: Destroy in CFA after 5 years.

b. USMA:

(1) Paper originals: Destroy upon verification that microforms meet the prescribed quality standards and are adequate substitutes for the original documents.

(2) Microforms:

(a) One silver halide set and one diazo or vesicular duplicate: Permanent. Transfer to USMA Archives.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 351-17f**Title:** USMA cadet registers**Authority:** NN-169-72**Privacy Act:** AO351-12DAPE

Description: Documents reflecting all cadetships at the USMA, maintained by the office responsible for supervising this function at HQDA level. Included are cards and related documents.

Disposition: Annually withdraw and destroy records 20 years old.

FN: 351-17g**Title:** USMA academic and institutional research records**Authority:** NC1-AU-84-29**Privacy Act:** Not applicable.

Description: Research records created by individual students, groups of students, or staff activities (and management data accumulated in controlling or directing such research) at the USMA.

- a. Final research products or reports of the USMA and index.
- b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports).
- c. Research management records of USMA.

Disposition:

- a. Final research products or reports of USMA and index: Permanent.

Table B-60**File category 351: Schools—Continued**

- b. Other research products and draft theses, papers, consulting materials, supporting documents, and so forth (but not including the final research products or reports): Destroy when no longer needed for current operations.

c. Research management records of USMA: Destroy when no longer needed for current operations.

FN: 351-22a**Title:** JAG legal education program files (Rescinded; use FN 27-1r.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 351-24a**Title:** Medical facility affiliations (Rescinded; use FN 351-3g.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

B-52. File category 352: Dependents education

a. *Prescribing directive.* AR 352-3, Education of Dependents in the United States, Puerto Rico, Wake Island, Guam, American Samoa, and the Virgin Islands.

b. *Description.* These records concern planning, supervising, and conducting dependents' schools and educational systems and programs. See table B-61.

Note. Nonavailability statements referred to below are prescribed by DOD Dependent Schools Regulation 1100.1; however, for consistency of numbering within MARKS, they are identified here with the related AR 352-3 dealing with dependent education.

Table B-61**File category 352: Dependents' education**

FN: 352**Title:** General dependents' education correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to dependents' education which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to dependents' education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 352-3a**Title:** Dependent children school information**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Information related to education of dependent children in CONUS and its possessions. Included are inquiries and replies about location, types, cost, and availability of educational facilities, teaching positions, procurement of supplies and equipment, home study courses, operation and administration of the program, and related information.

Table B-61**File category 352: Dependents' education—Continued****Disposition:** Destroy after 1 year.**FN:** 352-3b**Title:** Public Law 81-874 files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on arrangements made by the Secretary of Education to provide free public education for dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are original and supplemental letter proposals (budget estimates) for authority and funds to operate and maintain on-post dependent schools; payment of tuition and transportation costs for children to attend offpost public schools; communications with representatives of Department of Education and local educational agencies; recommendations, approvals, and disapprovals; enrollment and fiscal data reports; and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 2 years.
- b. Offices at the installation concerned: Destroy after 3 years.
- c. Other offices: Destroy after 2 years.

FN: 352-3c**Title:** School activities**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Information relating to school events, athletics, honor students, PTA and similar organizations, school and student transportation, cost accounting, lost textbooks, and similar activities. Included are teachers' notices, bulletins, end-of-term reports, requests for repairs, requests for supplies, and related information.

Disposition:

- a. Dependent schools: Cut off at the end of the fiscal year and destroy after 1 year.
- b. Offices of headquarters of major and subordinate commands: Destroy after 2 years.
- c. Offices of lower echelons: Destroy after 2 years.

FN: 352-3d**Title:** Accreditations**Authority:** NN-166-208**Privacy Act:** Not applicable.

Description: Documents of visits by regional educational associations to inspect facilities and curriculums of dependents' schools for accrediting them. Including are accreditation fact finding reports, warning letters, listings of accredited schools, pertinent correspondence, and related documents.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy on completion of the next comparable visit.
- b. Dependent schools: Destroy on completion of the next comparable visit.
- c. Other offices: Destroy after 2 years.

FN: 352-3e**Title:** Public Law 81-815 files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documentation of arrangements made by the Secretary of Education to provide for building or alteration and repair of school facilities. These schools are for the dependent children of military and civilian personnel residing on Federal property in CONUS and its possessions, where State or local funds may not be expended for this purpose. Included are minutes of conferences between representatives of the Department of Education, State or local educational agencies, and the installation concerned, applications for construction, coordination actions, DA recommendations, Department of Education approvals, and related documents.

Disposition:

- a. Office having Army-wide staff responsibility: Destroy 2 years after completion of the project.
- b. Installation concerned: Destroy on discontinuance of the school.

FN: 352-3f**Title:** Teacher plan books**Authority:** NN-166-204**Table B-61****File category 352: Dependents' education—Continued****Privacy Act:** Not applicable.

Description: Documents outlining a semester program of projects or classes. Included are plan books and related documents.

Disposition: Destroy 3 months after the beginning of the following fiscal year.

FN: 352-3g**Title:** Enrollments**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and related documents.

Disposition: Destroy 1 year after graduation, withdrawal, transfer, or death of a student.

FN: 352-3h**Title:** Daily attendance registers**Authority:** NN-166-204**Privacy Act:** AO352-3CFSG

Description: Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and related documents.

Disposition: Destroy after reviewing attendance registers for the next school year.

FN: 352-3i**Title:** Dependent school strength reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents reflecting personnel strength in dependent schools. Included are periodic statistical reports, monthly enrollment reports, absentee report forms, and related documents.

Disposition: Destroy 6 months after close of school year.

FN: 352-3j**Title:** Dependent school reports**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.

Description: Documents about the average daily membership of all pupils enrolled in Army-operated schools, the average daily membership of DOD pupils enrolled in tuition-fee type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.

Disposition:

- a. Office having Army-wide staff responsibility: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 352-3k**Title:** Elementary school academic records**Authority:** NN-170-113**Privacy Act:** AO352-3CFSG

Description: Documents about the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are forms, notes, and related documents.

Disposition: Destroy in CFA 5 years after graduation, death, or withdrawal of student.

Note: When student transfers to another school, forward by mail to the sponsor or official of the receiving school on request.

FN: 352-3m**Title:** Elementary school report cards**Authority:** NN-170-113**Privacy Act:** AO352-3CFSG

Description: Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.

Disposition: Release to parents or student at end of the school year, or on transfer or withdrawal of the student.

FN: 352-3n**Title:** Elementary school teacher class registers**Authority:** NN-170-113**Privacy Act:** AO352-3CFSG

Description: Documents about daily, weekly, semester, or annual

Table B-61**File category 352: Dependents' education—Continued**

scholastic marks and averages, and absence and tardiness data. Included are class registers and related documents.

Disposition: Destroy in CFA after 5 years. Cut off at the end of the fiscal year.

FN: 352-3p

Title: Elementary school student files

Authority: NN-170-113

Privacy Act: AO352-3CFSG

Description: Documents pertaining to individual elementary school students. Included in each folder are reading records and health records, Intelligence quotient, achievement, aptitude, and similar test results, notes related to pupil's progress and characteristics, and similar matters useful in counseling and to successor teachers.

Disposition: Destroy in CFA 1 year after graduation, death, or withdrawal of student.

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or to the sponsor.

FN: 352-3q

Title: Secondary school absentee files

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Documents reflecting absentee students. Included are homeroom teacher registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student requests for permission to be absent, student pass slips, and related documents.

Disposition: Destroy after 1 year.

FN: 352-3r

Title: Secondary school academic records

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Documents reflecting student grades and credits earned. Included are forms, notes, and related documents.

Disposition: Destroy after 65 years. PIF on transfer, graduation, withdrawal, or death of student and cut off at the end of that year.

a. CONUS schools: retain 5 years in CFA or RHA then retire to WNRC.
b. Overseas schools: retain 4 years in CFA; forward to regional office; hold for 1 year; then retire to WNRC. (Exception: Upon inactivation of an overseas secondary school, such records will be forwarded to the regional office where they will be retained until the end of the 5-year period, then forwarded to WRNC). When student transfers to another DOD or non-DOD school, forward an official copy to the receiving school on request and appropriate authorization. A copy will be given to the parent or student for hand-carrying to the receiving school.

FN: 352-3s

Title: Secondary school report cards

Authority: NC1-330-80-4

Privacy Act: AO352-3FSG

Description: Documents about scholastic grades, personality traits, promotion or failure. Included are report cards and related documents.

Disposition: Deliver to students on transfer, withdrawal, or at school year end.

FN: 352-3t

Title: Secondary school teacher class registers

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Documents about daily, weekly, semester, or annual scholastic marks and averages; absence and tardiness data; and withdrawal data. Included are class registers and related documents.

Disposition: Destroy in CFA after 5 years. Cut off at fiscal year end.

FN: 352-3u

Title: Secondary school class reports

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Teaching reports to principals used as source documents

Table B-61**File category 352: Dependents' education—Continued**

for preparing secondary school academic record cards. Included are forms, correspondence, and related documents.

Disposition: Destroy after 1 year.

FN: 352-3v

Title: Credit transfer certificates

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Documents about secondary school scholastic credits earned. Included are certificates and related documents.

Disposition: Destroy after 1 year.

FN: 352-3w

Title: Secondary school student files

Authority: NC1-330-80-4

Privacy Act: AO352-3CFSG

Description: Documents about individual secondary school students. Included in each folder are student health records, absence reports and correspondence with parents about absence, records of achievement and aptitude tests, notes on taking part in extracurricular activities, hobbies, and other special interests of the student, and miscellaneous memorandums used by student counselors.

Disposition: Destroy in CFA 2 years after graduation, death, or withdrawal of student.

Note: When student transfers to another school, the reading record and health record will be released to the parents or student for hand-carrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to the official of the receiving school or the sponsor on request.

FN: 352-3x

Title: Nonavailability statements

Authority: NN-166-208

Privacy Act: Not applicable.

Description: Documents that verify that schools in overseas areas cannot provide an adequate education for the dependents of DOD military and civilian personnel residing in the area. Included are nonavailability statements and related documents.

Disposition: Destroy after 2 years.

FN: 352-3y

Title: Student loans

Authority: NN-166-204

Privacy Act: AO352-3CFSG

Description: Documents related to making and administering individual loans to selected qualified dependents to help them get a college education. Included are applications for loans and continuation of loans, reports of other aid received, communications of academic standings, and related documents.

Disposition:

a. Rejected applicant files: Destroy after 2 years.

b. Granted student loan files: Destroy 6 years after repayment or cancellation.

FN: 352-3z

Title: Scholarships

Authority: NN-166-204

Privacy Act: AO352-3CFSG

Description: These are documents related to approving the selection of dependents of Army military personnel to receive scholarships and monitoring the dependents' academic progress. Included are recommendations for award of scholarships, approvals, reports, and other documents on the academic progress of selected students, and related documents.

Disposition: Destroy 4 years after graduation or withdrawal of the student.

B-53. File category 360: Army information

a. Prescribing directives.

(1) AR 360-5, Public Information.

(2) AR 360-61, Community Relations.

(3) AR 360-81, Command Information Program.

b. Description. These records concern public information objectives, principles, and procedures; review, clearance, and release of public information; internal information and community relations programs; speakers program; relations with public news media and industry; and field press censorship. See table B-62.

Table B-62

File category 360: Army information

FN: 360

Title: General Army information correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to Army information which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to Army information that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action offices, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 360-5a

Title: Congressional correspondence (Rescinded; use FN 1- 20e.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 360-5b

Title: News media and releases

Authority: NC1-AU-81-26

Privacy Act: Not applicable.

Description: Information on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media. Included are printed or processed press releases, speeches, radio, television, and motion picture scripts, and the coordinating information gathered in obtaining clearances for the releases.

Disposition:

a. **Peacetime:**

(1) Office having Army-wide responsibility: Destroy after 10 years.

(2) Other offices: Destroy after 5 years.

b. **Mobilization:**

(1) Offices in a combat environment, or designated as combat support elements, and offices having Army-wide responsibility: Permanent.

(2) Other offices: Destroy after 5 years.

FN: 360-5c

Title: Feature story reviews

Authority: NC1-AU-78-102

Privacy Act: Not applicable.

Description: Information on assistance provided to magazine and book representatives in the development of feature stories concerning Army activities. Included are story outlines prepared by the Army and provided the media representative, advice on proposed stories which are being prepared by other writers, information on reviews of the stories for accuracy when desired by the writer, and similar information.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 6 years.

b. Other offices of the Army Staff: Destroy after 2 years.

FN: 360-5d

Title: Public inquiries

Table B-62

File category 360: Army information—Continued

Authority: NC1-AU-78-102

Privacy Act: AO025-55SAIS

Description: Information on release of nonsafeguarded or normal information in response to requests or inquiries from the public. Included are routine requests for information on Army activities, requests for photographs of persons and equipment, correspondence, and related information.

Disposition: Destroy after 2 years.

FN: 360-5e

Title: Biographies

Authority: NN-166-204

Privacy Act: AO360-5SAPA

Description: Biographies, photographs, newspaper clippings, and related information pertaining to leading military and civilian personalities. Arrange alphabetically.

Disposition: Destroy 2 years after retirement, transfer, separation, or death of the person concerned, or on discontinuance, whichever is first.

FN: 360-5f

Title: Research clearances

Authority: NC1-AU-78-104

Privacy Act: Not applicable.

Description: Information on approving access to classified files for purposes of unofficial research and study or to information which may be gathered from reviewing the products of this research for propriety, accuracy, and security. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions.

Disposition:

a. Office having Army-wide responsibility: Destroy 6 years after revocation of clearance.

b. Offices of information or technical liaison officers of the Army Staff and headquarters of major commands: Destroy after 6 years.

c. Other offices: Destroy after 2 years.

FN: 360-5g

Title: Army-authored information clearances

Authority: NC1-AU-78-102

Privacy Act: Not applicable.

Description: Information on the review and clearance for publication of magazine and book manuscripts (fact or fiction) on military subjects which are authored by Army military and civilian personnel. Included are copies of the manuscripts, the coordinating actions on the manuscripts, and related information.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Coordinating offices of the Army Staff: Destroy after 5 years.

FN: 360-5h

Title: Correspondent accreditations

Authority: NC1-AU-78-104

Privacy Act: AO190-13CFSC

Description: Information on processing applications from both U.S. and foreign information media representatives for accreditation letters or identification credentials. Included are applications for accreditation, letters from information officers indicating reasons for the request, and related information.

Disposition:

a. Offices having Army-wide responsibility and offices of headquarters of overseas commands: Destroy after 15 years.

b. Other offices: Destroy 2 years after expiration or disapproval of the application.

FN: 360-5i

Title: Commercial authorship approvals

Authority: NC1-AU-78-104

Privacy Act: Not applicable.

Description: Information showing the authorization for Army personnel to speak or write on a regularly scheduled basis for commercial

Table B-62**File category 360: Army information—Continued**

publications or interests. Included are requests for approval, approvals, and related information.

Disposition:

- a. Offices having Army-wide responsibility: Destroy 20 years after termination or revocation of approval.
 - b. Other offices: Destroy on expiration or revocation of the approval.
-

FN: 360-5j**Title:** Scientific and professional article files**Authority:** NC-AU-75-8**Privacy Act:** Not applicable.

Description: Information relating to preparation, review, and approval of articles for publication in civilian scientific and professional periodicals. Included are comments and recommendations of reviewing offices, copies of the proposed articles, approvals, reprints, and similar information.

Disposition: Destroy after 5 years.

FN: 360-5k**Title:** Contractor information releases**Authority:** NC1-AU-78-102**Privacy Act:** Not applicable.

Description: Information on procedures governing the release of information by manufacturers, colleges, universities, advertising agencies, and similar commercial entities relative to Army contracts or activities accomplished by contract. The information further relates to clearing materials voluntarily submitted by commercial organizations depicting Army themes. Included are proposed articles, technical information and presentations, brochures, motion pictures, television films, photographs, transparencies, similar materials proposed for publication or release, the coordinating actions, and similar and related information.

Disposition: Destroy after 6 years.

FN: 360-61a**Title:** Army-community relations**Authority:** II-NNA-1349**Privacy Act:** Not applicable.

Description: Information on the maintenance and improvement of relations between the Army and the civilian community. Included are information on the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open house programs, joint social activities, and other cooperative endeavors of the Army and the community.

Disposition: Public information offices: Destroy after 5 years.

FN: 360-61b**Title:** Commercial film certification**Authority:** NC1-AU-85-32**Privacy Act:** Not applicable.

Description: Information on certifying commercial motion pictures and television films for DA cooperation by furnishing access to locations, technical advisers, equipment, troops, and weapons. Included are requests for cooperation, outlines of the proposed story and proposed scripts, information reflecting coordination and review of the outlines, scripts, completed films, notifications of approval for Army cooperation, recommendations concerning command assistance to local premiers, progress reports from technical advisers, and related information.

Disposition:

- a. Offices having Army-wide responsibilities: Destroy when no longer needed for current operations.
 - b. Coordinating offices: Destroy after 5 years.
-

FN: 360-61c**Title:** Public appearance schedule reports**Authority:** NC1-AU-78-102**Privacy Act:** AO360-5SAPA

Description: Information showing scheduled speeches and participation by Army Staff general officers and senior civilians in activities such as panel-type programs sponsored by civilian

Table B-62**File category 360: Army information—Continued**

organization or for civilian audiences, press conferences or briefings, and radio and TV programs.

Disposition:

- a. Offices having Army-wide responsibility and requiring the report: Destroy after 10 years.
 - b. Reporting offices: Destroy after 2 years.
-

FN: 360-81a**Title:** Command information reports**Authority:** NC1-AU-79-7**Privacy Act:** Not applicable.

Description: Information showing data on number of personnel engaged in the command information program, funds expended, narrative accounts of actions taken in support of command information subjects, and similar information. Included are command information reports and information directly related to the reports.

Disposition:

- a. Offices having Army-wide responsibility and requiring the report: Permanent.
 - b. Other offices: Destroy after 2 years.
-

FN: 360-81b**Title:** Information publication distribution files**Authority:** NN-166-204**Privacy Act:** AO360SAIS

Description: Information used in the receipt, storage, and issue of information publications and materials. Included are requisitioning, shipping information, property issue and turn-in slips, information used to initiate or suspend distribution of news services, radio transcripts, television recordings, other informational materials, related information.

Disposition: Destroy after 2 years.

FN: 360-81c**Title:** Newspaper files**Authority:** NC1-AU-78-15**Privacy Act:** Not applicable.

Description: Record sets of Army news periodicals, daily news summaries, news bulletins or similar news material, and reference copies of authorized and civilian enterprise newspapers.

Disposition:

- a. Offices of headquarters of divisions and higher headquarters: Record sets: Permanent.
 - b. Offices of lower echelons: Record sets: Destroy after 2 years.
 - c. Reference sets: Destroy when no longer needed for current operations.
-

FN: 360-81d**Title:** General command information**Authority:** NC1-AU-81-26**Privacy Act:** Not applicable.

Description: Information on the general administration of the command information program, such as information on the reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, information concerned with informing troops of news events, policies, and official actions. It excludes specific files described in this section.

Disposition:

- a. Peacetime:
 - (1) Office having Army-wide responsibility:
 - (a) Policy guidance information: Permanent.
 - (b) Other information: Destroy after 10 years.
 - (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
 - (3) Other offices: Destroy after 2 years.
 - b. Mobilization:
 - (1) Offices in a combat environment or designated as combat support elements and office having Army-wide responsibility: Permanent.
 - (2) Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
 - (3) Other offices: Destroy after 2 years.
-

FN: 360-81e**Title:** Command information plans**Authority:** NC1-AU-79-7**Privacy Act:** Not applicable.

Description: Information showing subject areas to be covered, points of

Table B-62**File category 360: Army information—Continued**

emphasis, prescribed subject areas to be covered, information mediums available for use and similar planning data. Included are command information plans and information on the plans.

Disposition:

- a. Offices having Army-wide responsibility: Permanent.
 - b. Offices of headquarters of major and intermediate commands preparing command-wide plans: Destroy after 5 years.
 - c. Other offices: Destroy after 2 years.
-

FN: 360-81f**Title:** News background**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on preparing, editing, and publishing information in Army news media. Included are edited drafts of articles, photographs, and similar information.

Disposition: Destroy after 1 year. Earlier disposal is authorized.

FN: 360-81g**Title:** Program logs**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Daily operational logs used by Army-operated stations of the Armed Forces Radio and Television Services to show identifications of programs and spot announcements and the precise time that they were broadcast.

Disposition: Destroy after 2 years.

FN: 360-81h**Title:** Musical program logs**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Logs used by Army-operated stations of the Armed Forces Radio and Television Service to list musical numbers, artists, and sources used in aired musical programs.

Disposition: Destroy after 1 year.

FN: 360-81i**Title:** Station program schedules**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Information showing the time at which programs are scheduled to be broadcast by Armed Forces Radio and Television Service stations operated by the Army.

Disposition:

- a. Radio and Television stations: Destroy after 2 years.
 - b. Offices having Army-wide responsibility: Destroy after 1 year.
-

FN: 360-81j**Title:** Radio transcriptions**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Radio transcriptions on hand which are no longer needed or which have been declared obsolete will be reported to the Armed Forces Radio and Television Services.

Disposition: Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

FN: 360-81k**Title:** Television recordings**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Television recordings which are no longer needed or which have been declared obsolete.

Disposition: Radio and television stations: Dispose of in accordance with instructions issued by the Armed Forces Radio and Television Services.

B-54. File category 380: Security*a. Prescribing d.Directives.*

(1) AR 380-5, Department of the Army Information Security Program.

(2) AR 380-10, Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals.

(3) AR 380-13, Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations.

(4) AR 380-19, Information Systems Security.

(5) AR 380-40, Policy for Safeguarding and Controlling COMSEC.

(6) AR 380-49, Industrial Security.

(7) AR 380-67, The Department of the Army Personnel Security Program.

(8) AR 380-150, Access to and Dissemination of Restricted Data.

(9) AR 380-235, Enemy Prisoner of War and Civilian Internee Communications Censorship.

(10) AR 380-381, Special Access Program.

b. Description. These records concern identification, classification, downgrading, declassification, dissemination, and protection of defense information, storage and destruction of classified matter, industrial security, investigations involving compromise of classified information, access to classified data, and other matters pertaining to security. They also include policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs. Current files in the 380 category are listed in table B-63. Rescinded files in the 380 category are listed in table B-64.

Table B-63**File category 380: Security**

FN: 380**Title:** General security correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 380-5a**Title:** Security briefings and debriefings**Authority:** NC1-AU-78-116**Privacy Act:** A0380-67DAMI

Description: Information on security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related information.

Disposition: Destroy 2 years after transfer or separation of person.

FN: 380-5b**Title:** Security inspections and surveys**Authority:** NN-173-72**Privacy Act:** Not applicable.

Description: Information on inspections and surveys that are conducted by security officers. This includes routine after-duty-hours security inspections conducted under the supervision of a security officer to

Table B-63**File category 380: Security—Continued**

decide the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related information.

Disposition: Destroy after next comparable inspection or survey.

FN: 380-5d

Title: Classified material access files

Authority: NN-166-204

Privacy Act: AO370-67DAMI

Description: Information showing authorization to have access to classified files. This includes forms containing person's name and signature, classification of files concerned, information desired, signature of an official authorizing access, and similar data.

Disposition: Destroy on transfer, reassignment, or separation of the person, or when obsolete.

FN: 380-5g

Title: Classified Information Nondisclosure Agreement (NDA)

Authority: GRS 18, Item 25

Privacy Act: AO370-67DAMI

Description: Signed Standard Forms 312 or 189 (Classified Nondisclosure Agreement/NDA) or similar forms on all military and DOD civilian personnel, including employees of contractors, licensees, or grantees. NDAs are executed by all personnel as a condition precedent to being authorized access to classified or classifiable information under standards put forth by Executive Order 12356, or signed by personnel who are cleared for access to national security information.

Disposition: Destroy 50 years after retirement, resignation, separation, or discharge.

FN: 380-5j

Title: TOP SECRET document records

Authority: GRS 18, Item 5b

Privacy Act: AO370-67DAMI

Description: Information used to record the names of persons having had access to TOP SECRET information and copies of extracts distributed.

Disposition: Destroy when related document is downgraded, transferred, or destroyed.

FN: 380-5k

Title: Security classification files

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information relating to the security classification or grading system involving the classification or downgrading of information. Included are correspondence or memorandums and reports on security classification. It excludes other files described in this record series.

Disposition:

- a. Offices in charge of issuance: Destroy 10 years after final declassification action.
- b. Other offices and TOE units: Destroy after 3 years.

FN: 380-5n

Title: Office nonregistered classified document destruction certificates

Authority: NC1-AU-79-27

Privacy Act: Not applicable.

Description: Forms and other types of information that show the destruction of classified information.

Disposition: Destroy after 2 years, or earlier when approved by HQDA(DAMI-CIS) WASH DC 20310.

FN: 380-5p (Reserved)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-5r

Title: Security information exchanges

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information on the exchange of security classified information with other Government agencies, industry, and foreign

Table B-63**File category 380: Security—Continued**

governments. Included are correspondence on the exchange of information, exchange agreements, and related information.

Disposition: Destroy after 20 years.

FN: 380-5s

Title: Security compromise cases

Authority: NC1-330-76-1

Privacy Act: Not applicable.

Description: Information on investigations of alleged security violations such as missing information, unauthorized disclosure of information, unattended open security containers, and information not properly safeguarded.

Disposition: Destroy 2 years after completion of final corrective or disciplinary action. Records of violations of a sufficiently serious nature to be classified as felonies are permanent.

FN: 380-5u

Title: Security equipment files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information gathered for the determination of uses and types of security equipment for protecting classified information and materials. They include safes, alarm systems, and other security equipment.

Disposition: Destroy after 10 years. Destroy exceptions to storage standards 10 years after termination of the exception.

FN: 380-5v (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-5w

Title: Security regrading cases

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information on the review of specific classified information or equipment for the purpose of regrading the information or equipment.

Disposition:

- a. Offices in charge of regrading: Destroy after 15 years.
- b. Other offices: Destroy after 3 years.

FN: 380-5x

Title: Security information access cases

Authority: NC1-AU-78-117

Privacy Act: AO370-67DAMI

Description: Information on the review of specific requests for access to classified files or equipment for purposes of research and study.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 380-5y

Title: Security information releases

Authority: NC1-AU-78-117

Privacy Act: Not applicable.

Description: Information on the review of classified or potentially classified documentary materials for dissemination of information to sources outside the Army, such as the review of manuscripts, photography, lectures, radio, and television scripts, and other materials.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 20 years.
- b. Other offices: Destroy after 2 years.

FN: 380-5z

Title: Noncryptographic registered document accounts

Authority: II-NNA-1002

Privacy Act: AO101-20DAMI

Description: Information showing the accountability of non-Army noncryptographic registered information. Included are semiannual inventory or report of transfer, transfer reports, and similar information.

Disposition: Destroy when superseded by a new report if all information referred to is accounted for either by a report of destruction or inclusion in the new report.

Table B-63**File category 380: Security—Continued**

FN: 380-5aa**Title:** TOP SECRET material accountability**Authority:** GRS 18, Item 5a**Privacy Act:** AO101-20DAMI**Description:** Information showing the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.**Disposition:** Destroy 5 years after all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.

FN: 380-5bb**Title:** Industrial information security**Authority:** NC1-AU-83-28**Privacy Act:** Not applicable.**Description:** Information on the protection of classified information in the possession of industry, including information on the issuance of clearance certificates, and related information.**Disposition:** Permanent.

FN: 380-5dd**Title:** Activity Entry and Exit Inspection Program**Authority:** To be determined.**Privacy Act:** Not applicable.**Description:** Documents collected at MACOMs, SUBMACOMs, and Staff agencies in the conduct of an inspection program to deter and detect unauthorized introduction or removal of classified material from DOD owned or leased installations and facilities. Included are—

a. The date(s) and number of entry and exit inspections conducted by the activity and subordinate elements during the previous quarter.

b. The number of instances during the quarter when persons handcarried classified information without apparent authorization.

c. Problems encountered in the conduct of the entry and exit inspection program.

Note: Use FN 380-5s to file information on investigations on alleged security violations.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 380-10a**Title:** Systems and materials**Authority:** N1-AU-87-13**Privacy Act:** Not applicable.**Description:** Information gathered on military technology, such as tanks, helicopters, firefinders, software, computers, and similar items, that is used to provide knowledge of an item when staffing correspondence on releasing or not releasing it to a foreign government.**Disposition:** Destroy on supersession or obsolescence.

FN: 380-10b**Title:** Country files**Authority:** N1-AU-87-12**Privacy Act:** Not applicable.**Description:** Information gathered on background and reference information from various intelligence and in-house sources. The information is used when staffing memorandums to senior military officials justifying the Army's position on providing or not providing materiel and publications to a foreign government.**Disposition:** Destroy on supersession or obsolescence.

FN: 380-10c**Title:** Technology transfer cases**Authority:** N1-AU-87-11**Privacy Act:** Not applicable.**Description:** Information pertaining to case files providing reports to the Secretariat level and senior DOD officials on releasing or not releasing classified military information or military materiel to a foreign government.**Disposition:** Destroy 1 year after completion of action.

FN: 380-10d**Title:** Foreign national visits**Authority:** NC1-AU-83-17**Privacy Act:** Not applicable.**Description:** Information on foreign-initiated (self-invited) requests for,

Table B-63**File category 380: Security—Continued**

and DA approval or denial of, visits by foreign representatives to Army commands, installations, agencies, and activities, and Defense contractor facilities, which are accomplished at no expense to the U.S. Government. Included are correspondence and related information.

Disposition:

a. Deputy Chief of Staff for Intelligence (DCSINT) and MACOM headquarters responsible for special tour programs: Destroy record copies after 20 years. Agencies converting documents to machine-readable format of appropriate archival quality may destroy source documents after verification of final input.

b. Other offices: Destroy after 2 years.

FN: 380-10e**Title:** Foreign representative accreditations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the accreditation of foreign representatives assigned to Army agencies. Included are accreditation requests, authorizations, and similar information.**Disposition:** Destroy 1 year after termination of accreditation.

FN: 380-10f**Title:** Foreign military attache files**Authority:** NN-174-72**Privacy Act:** Not applicable.**Description:** Information on relationships with foreign military attaches. Included are messages to and from the attaches, requests for information and documents, letters of accreditation, biographies, photographs and other related correspondence.**Disposition:** Destroy 1 year after termination of accreditation.

FN: 380-10g**Title:** Foreign national protocol files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on matters of protocol as they affect foreign representatives. Included are invitations and other courtesies, honors conferred, ceremonies involving foreign representatives, and related matters.**Disposition:**

a. DCSINT: Destroy after 10 years in CFA.

b. Other offices: Destroy after 2 years.

FN: 380-10h**Title:** Foreign national tours**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on U.S. initiated proposals and arrangements for tours by foreign representatives to Army commands, installations, agencies, and activities and Defense contractor facilities, which are funded at U.S. Government expense or in security assistance channels. Included are invitations, acceptances, itineraries, security clearances, biographies, reports prepared by tour directors and escort officers, and related information.**Disposition:**

a. DCSINT and major command headquarters responsible for special tour programs: Permanent.

b. Other offices: Destroy after 2 years.

FN: 380-13a**Title:** Local criminal information**Authority:** NC1-AU-77-125**Privacy Act:** A380-13DAMO**Description:** Information relating to criminal activities directed against or involving U.S. Army personnel, functions, or property or pertaining to local individuals, criminals, incidents, and organizations. Included are reports and related information.**Disposition:** Destroy on supersession, obsolescence, or deactivation of the related area command.

FN: 380-13b**Title:** Non-DOD affiliated personnel and organizations**Authority:** NC1-AU-330-77-7**Privacy Act:** AO381-45aDAMI**Description:** Information on activities of non-DOD affiliated persons and organizations threatening the security, or involving the disruption or

Table B-63**File category 380: Security—Continued**

subversion of DOD military and civilian personnel, functions, activities, installations, information, communications, equipment, and supplies, acquired under AR 380-13.

Disposition: Destroy after 1 year, except as follows: Files may be revalidated yearly for retention under procedures and criteria contained in AR 380-13. Files created within DOD which contain significant analytical comments, value judgments, or recommendations related to information received or acquired from agencies outside DA will be offered in conjunction with HQDA(SAIS-PSP) to the National Archives for a determination of historical value when not validated for continued Army retention. Files related to special investigations or operations, conducted with approval of the Deputy Under Secretary of Defense (Policy): Permanent.

FN: 380-13c

Title: Counterintelligence special operations

Authority: NC1-AU-77-4

Privacy Act: Not applicable.

Description: Information on the results of counterintelligence operations, countersubversion and countersabotage operations, programs conducted by or with the Army. Included are reports, agreements, contracts, and similar or related information and audiovisual products under the guidelines of AR381-47 and FM 30-17A.

Disposition: Permanent.

FN: 380-19a

Title: Automated systems security management files

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information which is not of a routine nature nor specifically covered elsewhere in this record series. These files include management information on automated systems security such as procedural security pertaining to the processing activity workflow processing; long range planning; programming and budgeting; preparation, dissemination and maintenance of plans; management reviews; and systems failures.

Disposition:

a. Offices with Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

FN: 380-19b

Title: Inventories of automated systems security hardware and software

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information pertaining to inventory of automated security systems handling sensitive defense information. Information includes information on hardware (computer security features or devices used in ADP systems), software (general purpose and applications programs which protect data or information handled by an ADP system and its resources), minicomputers, microprocessors, and automated administrative systems.

Disposition: Destroy when superseded by revised inventory.

FN: 380-19c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-19d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-19e

Title: Physical security of automated systems facilities

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information on automated systems security facilities pertaining to the establishment of secure data processing environments. This includes facility construction, fire detection systems and equipment, physical access control, protection against magnetism, operational practices, and related information.

Table B-63**File category 380: Security—Continued**

Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.

FN: 380-19f

Title: Accreditation of automated systems security files

Authority: NC1-AU-82-14 and NC1-AU-83-02

Privacy Act: Not applicable.

Description: Information pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting information.

Disposition:

a. Approvals: Destroy upon termination or discontinuance of the related system or network.

b. Disapprovals: Destroy after 2 years.

FN: 380-19g

Title: Personnel security and surety (PSSP) files

Authority: NC1-AU-82-2

Privacy Act: AO380-67DAMI

Description: Information gathered on personnel involved with automated system security consisting of initial screening and evaluation, selection and retention criteria, appropriate personnel security investigation and resultant security clearance, security briefing and debriefing of personnel, continuous observation phase, training, and related information.

Disposition: Destroy on transfer or separation of person, or on supersession, as applicable.

FN: 380-19h

Title: U.S. Army ADP systems security enhancement program (ADPSSEP)

Authority: NC1-AU-82-14b

Privacy Act: Not applicable.

Description: Information pertaining to site visits to installations to advise, assist, and evaluate the aspects of automated systems security. This information also includes systems security surveys, immediate security service, and systems engineering security service.

Disposition: Offices responsible for survey: Destroy after next comparable survey.

FN: 380-19i

Title: Automated systems security communications

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information pertaining to the telecommunications design of new or revised automation systems which includes network documentation, encryption systems and equipment, communication security, network security officer actions, and related information.

Disposition: Destroy after 4 years or upon supersession or obsolescence, whichever is later.

FN: 380-19j

Title: TEMPEST control program files

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information gathered on guidance and standards for the application of compromising emanation control measures. This information includes noninstrumented TEMPEST inspections, instrumented TEMPEST test reports, technical advice and assistance, preferred products lists, and related information.

Disposition:

a. Inspecting Office: Destroy 1 year after receipt of superseding inspection or after closing of account or facility.

b. Inspected Office: Destroy on receipt of related superseding inspection or after closing of account or facility.

FN: 380-19k

Title: Continuity of operations plans (COOP)

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Information pertaining to the recovery from and continued operations during partial or total interruption of service for a data processing center due to manmade or natural disasters or problems. These files include backup file requirements and locations, memorandums concerning alternate, recovery and restart routine and

Table B-63**File category 380: Security—Continued**

procedure, transportation and storage requirements, backup or alternate power or services, and results of actual or practice exercises of COOP.
Disposition: Destroy when superseded, obsolete, or 1 year after closing of facility, whichever is later.

FN: 380-19m

Title: Password user identification and equipment identification

Authority: NC1-AU-82-14

Privacy Act: Not applicable.

Description: Includes program for generation of passwords, password receipts, user identification, and equipment identification records.

Disposition: Destroy upon supersession.

FN: 380-25c (Not used)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-25d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 380-40a

Title: Signal security approvals

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Requests for approval to establish, alter, expand, or relocate a facility, exceptions to provisions of regulations, and approval of protected distribution systems. Included are questionnaires, reports of approval, and related information.

Disposition:

a. Approving offices: Destroy 1 year after issue of related superseding approval or 1 year after closing of account or facility.

b. Requesting office: Destroy on receipt of related superseding approval or after closing of account or facility.

FN: 380-40b

Title: SIGSEC management files

Authority: NC1-AU-83-29

Privacy Act: Not applicable.

Description: Information which is not of a routine nature or specifically covered elsewhere in this record series. These files include management information on signal security (SIGSEC) such as long-range planning, programming, and budgeting of resources; development of policy and procedures; and operational functions of the organization.

Disposition: Permanent. Retire to HQ, INSCOM 2 years after yearly cut off.

FN: 380-40c

Title: COMSEC supply correspondence

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Information on the routine supply of communication security (COMSEC) material, such as requests for status of shipment of COMSEC aids, reduction and increase in copy count, cancellation and disposition of COMSEC aids.

Disposition: Destroy after 1 year.

FN: 380-40d

Title: Item registers

Authority: NC1-AU-82-4

Privacy Act: AO101-20DAMI

Description: Cards kept to account for all COMSEC material and to show its receipt, movement, and final disposition.

Disposition: Destroy 1 year after close of the calendar year in which all items on each card have been disposed of as evidenced by destruction or transfer reports.

FN: 380-40e

Title: Restricted area visitor registers

Authority: NC1-AU-82-4

Privacy Act: A0380-380SAIS

Table B-63**File category 380: Security—Continued**

Description: Registers used for recording pertinent information on persons entering the crypto facility. Sheets of a register involved in a security report or an investigation will become an integral part of the report or investigation. These sheets will have the same disposition as the report or investigation.

Disposition: Destroy after 1 year. Cut off each sheet at the end of each calendar year.

FN: 380-40f

Title: Signal security investigation reports

Authority: NC1-AU-76-1

Privacy Act: Not applicable.

Description: Reports of investigation concerning the loss or subjection to compromise of COMSEC information, transmission, physical material, and other signal security violations.

Disposition:

a. HQ, INSCOM: Destroy 5 years after completion of final action.

Records of a sufficiently serious nature to be classified as felonies, will be kept permanently.

b. Other offices: Destroy after 2 years.

FN: 380-40g

Title: Encrypted message texts

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Cipher copies of incoming and outgoing messages and message tapes.

Disposition: Destroy after a minimum retention of 5 days and before a maximum retention of 60 days. Messages involved in an investigation will be kept until the investigation is completed.

FN: 380-40h

Title: Allocations

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Information showing allocation of COMSEC material held for distribution.

Disposition:

a. Allocation cards: Destroy 1 year after final distribution of all material to which the form relates.

b. ADP printouts: Destroy after verification of allocation record.

FN: 380-40i

Title: Holder records

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: COMSEC material accounts record which serves as a unit record showing all items of COMSEC material held by each organization.

Disposition: Destroy on receipt of superseding signed destruction or transfer report.

FN: 380-40j

Title: COMSEC material distribution reports

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Information submitted to Army COMSEC Central Office of Record to report allocation, assets, and holder information for specified items of COMSEC material (equipment and associated material).

Disposition: Destroy after 1 year. Earlier disposal is authorized if files have served their intended purpose.

FN: 380-40k

Title: System status files

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Information kept by the COMSEC National Inventory Control Point (NICP) on the procurement and issuance of each item of COMSEC material which includes data such as production status, stocks, demand data, quantity issued, and effective date of material.

Disposition:

a. Information on COMSEC material other than aids: Destroy in CFA 6 years after obsolescence of the related system.

b. Information related to COMSEC aids: Destroy after 2 years or when

Table B-63**File category 380: Security—Continued**

material involved is superseded or removed from the system, whichever is first.

FN: 380-40m

Title: Transactions

Authority: NC1-AU-85-5

Privacy Act: Not applicable.

Description: A record of COMSEC accounting transactions which shows receipt, issue, transfer, destruction, or adjustments (plus or minus) of COMSEC material.

Disposition:

a. COMSEC NIPC and Army COMSEC Central Office of Record (ACCOR): Destroy after 2 years.

b. Other offices: Destroy after 1 year.

FN: 380-40n

Title: Cryptonet management files

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Information relating to the establishment, operation, and overall management of a cryptonet. Included are lists of holders of keying material, routine and emergency key distribution plans, changes to cryptonet and key, cryptonet evaluation reports, and other information required to manage a cryptonet.

Disposition: Destroy when superseded, obsolete, or no longer needed for management purposes, or upon termination of the cryptonet.

FN: 380-40p

Title: Daily inventories

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Reports of daily inventories verifying the continued protection and control of COMSEC material and made once each workday or between shifts.

Disposition: Destroy on receipt of the certificate of verification for the last inventory reported to the office of record.

FN: 380-40q

Title: Accounting reports

Authority: NC1-AU-82-4

Privacy Act: AO101-20DAMI

Description: Information showing COMSEC accounting and distribution transactions and relief from accountability of COMSEC material. Included are reports of transfer, possession, inventory, and destruction; document vouchers; certificates of verification; custodian appointments; signature cards (DA Form 2012 (COMSEC Account Data)); letters, messages, and other correspondence on routine COMSEC accounting and distribution; and hand receipts.

Disposition:

a. ACCOR: Destroy after 5 years in CFA.

b. Other offices:

(1) Custodian appointments and signature cards: Destroy 1 year after supersession or obsolescence.

(2) Other accounting report files: Destroy after 1 year.

c. Destroy individual hand receipts on turn-in of accountable material or upon supersession.

FN: 380-40r

Title: Signal security inspections

Authority: NC1-AU-82-4

Privacy Act: Not applicable.

Description: Inspection reports and related correspondence, such as cryptofacility inspection, control of compromising emanations (TEMPEST) tests and inspections, periodic command inspections, and COMSEC account audits.

Disposition:

a. Inspecting office: Destroy 1 year after issue of related superseding inspection report or after closing of account or facility.

b. Inspected offices: Destroy on receipt of related superseding inspection report or after closing of account or facility.

FN: 380-40s

Title: Signal security reports

Authority: NC1-AU-82-5

Privacy Act: Not applicable.

Description: Reports (including messages and related

Table B-63**File category 380: Security—Continued**

correspondence) regarding electronic security, cryptosecurity and transmission security analysis, violations, and summary reports; reports of physical, cryptographic, and personnel insecurities and compromise notifications not specifically covered in other parts of the 380 series; and related information.

Note: Reports that are the subject of a formal investigation will be filed with the investigation reporting files.

Disposition:

a. HQ, INSCOM:

(1) Special reports: Destroy after 5 years.

(2) Routine periodic reports: Destroy after 2 years.

b. Units subordinate to HQ, INSCOM: Destroy after 2 years.

c. Other offices and TOE units: Destroy after 1 year.

FN: 380-49a

Title: Industrial personnel security review claims

Authority: NN-173-91

Privacy Act: AO380-67DAMI

Description: Information on claims against the U.S. Government by industrial personnel for loss of earnings which resulted from unjustified suspension, revocation, or denial of security information access authorization. These files are kept by DA for DOD.

Disposition: Destroy 10 years after final action on the case.

FN: 380-67a

Title: Security clearance information

Authority: NC1-AU-81-65

Privacy Act: AO380-67DAMI

Description: Information concerning the clearance of individual personnel to critical-sensitive, noncritical-sensitive, and nonsensitive positions as well as accreditation of personnel for access to classified information requiring special access authorizations. (This description does not include completed investigation case files, counterintelligence case files, or clearance information filed in the official personnel folder.)

Disposition:

a. AR 380-67 requires, in some instances, that all or part of the information contained in these files be transferred along with the individual concerned. For specific guidance, see AR 380-67.

b. Files requiring no action per AR 380-67: Destroy upon transfer or separation of the individual.

FN: 380-67b

Title: Position sensitivity files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the designation of sensitive and nonsensitive personnel positions within DA. Included are requests and results of final actions taken.

Disposition:

a. Approved requests: Destroy when position is abolished, redesignated, or no longer needed for reference.

b. Disapproved requests: Destroy when no longer needed for reference.

FN: 380-67c

Title: Personnel security inspections and surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on inspections and surveys conducted by Personnel Security Offices relating to position sensitivity and personnel security clearances. Included are reports, recommendations, and related information.

Disposition: Destroy after next comparable inspection or survey.

FN: 380-150c

Title: Atomic information exchanges

Authority: NC1-AU-76-51

Privacy Act: Not applicable.

Description: Information relating to requests from various foreign governments or allies for atomic information, to include requests for regulations, manuals, reports, and other related information.

Disposition: Destroy after 1 year.

FN: 380-235b

Title: Prisoner of war censorship

Authority: NC1-AU-78-23

Privacy Act: Not applicable.

Table B-63**File category 380: Security—Continued**

Description: Information on systems for the examination and control of communications to or from enemy prisoners of war held by the military authority.

Disposition: Permanent.

Table B-64**File category 380: Security—rescinded FNs**

FN: 380-5c

Title: Office security awareness

Use: FN 1gg

FN: 380-5e

Title: Office security container records

Use: FN 1v

FN: 380-5f

Title: Office security container information

Use: FN 1v

FN: 380-5h

Title: Office classified document register or controls

Use: FN 1j

FN: 380-5i

Title: Office temporary internal receipts

Use: FN 1k

FN: 380-5m

Title: Office classified material inventory reports

Use: FN 1r

FN: 380-5q

Title: Office security classification regrading files

Use: FN 1s

FN: 380-5cc

Title: Office classified document receipts

Use: FN 1i

FN: 380-25a

Title: Foreign national visits

Use: FN 380-10d

FN: 380-25b

Title: Foreign representative accreditations

Use: FN 380-10e

FN: 380-25e

Title: Foreign military attache files

Use: FN 380-10f

FN: 380-25f

Title: Foreign national protocol files

Use: FN 380-10g

FN: 380-41-3a

Title: Signal security management files

Use: FN 380-40b

FN: 380-41-3b

Title: COMSEC supply correspondence

Use: FN 380-40c

FN: 380-41-3c

Title: Item registers

Use: FN 380-40d

FN: 380-41-3d

Title: Daily inventories

Use: FN 380-40p

FN: 380-41-3e

Title: Accounting reports

Use: FN 380-40q

FN: 380-41-3f

Title: Restricted area visitor registers

Table B-64**File category 380: Security—rescinded FNs—Continued**

Use: FN 380-40e

FN: 380-41-3g

Title: Signal security approvals

Use: FN 380-40a

FN: 380-41-3h

Title: Signal security inspections

Use: FN 380-40r

FN: 380-41-3i

Title: Signal security reports

Use: FN 380-40s

FN: 380-41-3j

Title: Signal security investigation reports

Use: FN 380-40f

FN: 380-83a

Title: Civil censorship

Use: None

FN: 380-150a

Title: Intelligence collections

Use: FN 381-100a

FN: 380-150b

Title: Scientific and technical intelligence products

Use: FN 381-19a

FN: 380-150c

Title: Intelligence dissemination files

Use: FN 381-19b

FN: 380-235a

Title: Armed Forces censorship

Use: None

FN: 380-380a

Title: Automated systems security management files

Use: FN 380-19a

FN: 380-380b

Title: Inventories of automated systems security hardware and software

Use: FN 380-19b

FN: 380-380c

Title: Signal security inspections

Use: FN 380-40r

FN: 380-380d

Title: Signal security reports

Use: FN 380-40s

FN: 380-380e

Title: Physical security of automated systems facilities

Use: FN 380-19e

FN: 380-380f

Title: Accreditation of automated systems security files

Use: FN 380-19f

FN: 380-380g

Title: Personnel security and surety (PSSP) files

Use: FN 380-19g

FN: 380-380h

Title: U.S. Army ADP systems security enhancement program (ADPSSEP)

Use: FN 380-19h

FN: 380-380i

Title: Automated systems security communications

Use: FN 380-19i

FN: 380-380j

Title: TEMPEST control program files

Use: FN 380-19j

FN: 380-380k

Title: Continuity of operations plans

Table B-64
File category 380: Security—rescinded FNs—Continued

Use: FN 380–19k

FN: 380–380m

Title: Password user identification and equipment identification

Use: FN 380–19m

B-55. File category 381: Military intelligence

a. Prescribing directives.

- (1) AR 381–3, Signal Intelligence (SIGINT).
- (2) AR 381–11, Threat Support to U.S. Army Force, Combat, and Materiel Development.
- (3) AR 381–19, Intelligence Dissemination and Production Support.
- (4) AR 381–20, U.S. Army Counterintelligence (CI) Activities.
- (5) AR 381–45, Investigative Records Repository.
- (6) AR 381–100, (S) Army Human Intelligence (HUMINT) Collection Programs (U).
- (7) AR 381–141, (C) Provisions for Administration, Supervision, Control and Use of Intelligence Contingency Funds (U).

b. Description. These records concern collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data and matters relating to subversion, espionage, and counterintelligence activities. See table B-65.

Table B-65
File category 381: Military intelligence

FN: 381

Title: General military intelligence correspondence files

Authority: NN-167–31 and NN-165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to military intelligence which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to military intelligence that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 381a

Title: Intelligence reports

Authority: NN-166–204

Privacy Act: A0381–45aDAMI

Description: Reports gathered in intelligence organizations resulting from the collection, evaluation, analysis, integration, and interpretation of technical intelligence; domestic intelligence or information about activities or conditions in the U.S. that may threaten internal security; and information on the war potential, military geography, military forces, and other military or related activities of foreign countries. (Record copies of intelligence reports are kept by the Defense Intelligence Agency under DIAM58–2.)

Disposition: Destroy after 2 years.

FN: 381b

Title: National intelligence estimate references

Authority: NN-166–204

Table B-65
File category 381: Military intelligence—Continued

Privacy Act: Not applicable.

Description: Reference files of national intelligence estimates and special national intelligence estimates, including correspondence.

Disposition: Destroy on supersession, obsolescence, or when no longer needed for reference, whichever is first.

FN: 381–3a

Title: Operational management files

Authority: NC1–AU–78–81

Privacy Act: Not applicable.

Description: Information on operational and procedural activities of the organization. Included are general mission assignment information, basic data requirements information, and related information. Note: Information showing specific mission assignments and collection requirements are filed in FN 381–3d. Copies made of information showing assignments and requirements that continue in effect after cutoff will be placed under FN 100.

Disposition: Permanent. Cut off yearly.

FN: 381–3b

Title: Operational management reports

Authority: NC1–AU–78–81

Privacy Act: Not applicable.

Description: Reports on the management of operational activities. Included are reports to cover capabilities, readiness, facilities, status, equipment, general monthly activities, special activity reports showing mission accomplishments; similar reports and related information; and audiovisual products under the guidelines of USSID 117(SI).

Disposition:

a. Special activity reports showing mission accomplishment: Permanent.

b. Other reports: Major and intermediate command headquarters:

Destroy after 2 years.

c. Other offices: Destroy after 1 year.

FN: 381–3c

Title: Operational nonmanagement reports

Authority: NC1–AU–78–81

Privacy Act: Not applicable.

Description: Information consisting of reports on the actual operational activities rather than the management of operational activities which are described in FN 381–3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analysis, and translations; periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting; electronic warfare reports on manipulative or imitative experiment, jamming, cover and deception, and profile studies; and other intelligence reporting files including: National Security Agency (NSA) formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

Disposition:

a. SIGINT project wrap-up, special research, or technical study reports; electronic warfare (EW) reports and other operational reports:

(1) Major and intermediate command headquarters: Permanent.

(2) Other offices: Destroy EW reports after 1 year and other reports after 2 years.

b. TAREX–IR, TSIS, TSAR, and TEL reports:

(1) HQ INSCOM: Permanent.

(2) Other offices: Destroy when no longer needed for reference.

c. NSA reports: Destroy after 1 year. Cut off monthly.

d. Community reports: Destroy after 1 year. Cut off yearly.

e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.

FN: 381–3d

Title: Operational mission assignments

Authority: NC1–AU–78–81

Privacy Act: Not applicable.

Description: Information created as a result of an assignment to cover a specific mission including TAREX specific collection requirements. Included are specific mission instructions, related material, and audiovisual products under the guidelines of USSID 117(SI). Note:

Table B-65**File category 381: Military intelligence—Continued**

General mission assignments and basic TAREX data requirements will be filed under FN 381-3a.

Disposition:

- a. Mission assignments other than one-time specific requirements:
 - (1) Major and Intermediate command headquarters: Permanent. Cut off yearly, or PIF on supersession or rescission and cut off at the end of that year.
 - (2) Other offices: Destroy after 1 year.
- b. One-time specific collection requirements: Destroy after 2 years.

FN: 381-3e

Title: Operational recordings

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description: Recordings, magnetic and paper tapes, tracings, ozalid copies, and related correspondence created or received in operational areas. Note: Procedures prescribed in current intelligence directives will be adhered to before actual destruction.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 381-3f

Title: Operational project cases

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information gathered in connection with a specific project. Included are authorization for the project, test data, drawings, specifications, photographs, and reports and related information.

Disposition: Permanent. PIF on completion of project.

FN: 381-3g

Title: TAREX project cases

Authority: NC1-AU-78-81

Privacy Act: Not applicable.

Description: Information consisting of TAREX operation plans, source files, and audiovisual products under the guidelines of USSID 117(SI), and related information.

Disposition: Permanent. PIF on completion of project. TAREX field offices will transfer project files to HQ INSCOM 1 year after completion of project.

FN: 381-11a

Title: Threat support files

Authority: To be determined.

Privacy Act: Not applicable

Description: Records consisting of threat documentation for Army-wide use in support of each program, study, materiel system, or combat development activity project. Included are threat assessment reports, DA Listing of Approved Intelligence Products, threat coordinating group files, special access program support files, study advisory group files, and related papers.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 381-19a

Title: Scientific and technical intelligence products

Authority: NC1-AU-83-32

Privacy Act: Not applicable.

Description: These files consist of one copy of each confirmed Defense Intelligence Agency (DIA) scientific and technical intelligence production (study, trend study, report, handbook, and comparable productions), and contributions (inputs) to other agency products.

Disposition: Permanent.

FN: 381-19b

Title: Intelligence dissemination files

Authority: NC1-AU-83-31

Privacy Act: Not applicable.

Description: Information on the dissemination and distribution of finished intelligence, intelligence reports, scientific and technical information, and intelligence summaries (INTSUM).

Disposition: Permanent.

FN: 381-20a

Title: Intelligence confidential funds (Rescinded; use FN 381-141a.)

Authority: Not applicable.

Table B-65**File category 381: Military intelligence—Continued**

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20b

Title: Captured information

Authority: NC1-AU-83-33

Privacy Act: Not applicable.

Description: Information captured or confiscated in wartime under international law. This also includes records of a foreign government, military, private and other institutions. Keep a separate entity to preserve administrative origin and arrangement to the fullest extent practicable. (This description does not include captured cryptologic records.) Note: After an Army agency has completed intelligence or other exploitation of captured information, it will request disposition instructions from HQ, USAISC (ASOP), Fort Huachuca, AZ 85613-5000.

Disposition: Permanent.

FN: 381-20c

Title: Credentials and badge controls

Authority: GRS 11, Item 4

Privacy Act: A0381-20DAMI

Description: Descriptions showing the issue and control of credentials and badges naming U.S. Army intelligence personnel. Included are receipts, inventories, and related information.

Disposition:

- a. Receipts by persons to whom credentials are issued: Destroy after final surrender of credentials or badge.
- b. Other receipts and inventories: Destroy after next inventory if all items are accounted for.

FN: 381-20d

Title: Counterintelligence collection files

Authority: NC1-AU-83-34

Privacy Act: Not applicable.

Description: Information on the procurement and selection of counterintelligence information. It also includes the scheduling of collection to meet requirements for production, guidance and instructions for collection, the receipt and making of collection requests, and liaison with organizational elements of the intelligence system on collection matters.

Disposition: Permanent.

FN: 381-20e

Title: Counterintelligence production files

Authority: NC1-AU-83-35

Privacy Act: Not applicable.

Description: Information on the process of analyzing and evaluating counterintelligence studies and information. It also includes the scheduling of requirements for production, production instructions, the receipt and making of requests for the production of counterintelligence studies, communications with organizational elements of the intelligence system on the production of counterintelligence studies.

Disposition: Permanent.

FN: 381-20f

Title: Counterintelligence information requests

Authority: NC1-AU-79-8

Privacy Act: Not applicable.

Description: Information on actions taken on requests from other agencies for information on organization or other counterintelligence matters. Included are requests for information, replies to these requests, and related information.

Disposition: Permanent.

FN: 381-20g

Title: Counterintelligence spot reports

Authority: NC1-AU-83-36

Privacy Act: Not applicable.

Description: Reports of actual or presumed instances of activities or matters of special counterintelligence interest prepared according to AR381-20.

Disposition:

- a. Office maintaining record copy of investigation or incident: Permanent.

Table B-65**File category 381: Military intelligence—Continued**

b. Other offices: Destroy when no longer needed for current operations.

FN: 381-20h

Title: Intelligence/counterintelligence sources (Rescinded. Use 381-45d.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20i

Title: Foreign personnel and organizations

Authority: NC1-AU-78-75

Privacy Act: Not applicable.

Description: Information on foreign personnel and organizations of interest acquired during the conduct of counterintelligence activities. Included are reports; studies; related information created within DA; and information from non-Army agencies, organizations, and persons on threats to DOD personnel, activities, installations, or materiel, but not counterintelligence investigations or operations.

Disposition:

a. Major reports and investigations of a counterintelligence or security nature, to include investigations of sabotage and espionage: Permanent.

b. Other information: Destroy 25 years after date of last action. Files determined to be of possible historical value and all permanent files will be offered in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

FN: 381-20j

Title: Daily inventories (Rescinded; use FN 380-40p.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20k

Title: Accounting reports (Rescinded; use FN 380-40q.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-20l

Title: Counterintelligence surveys and inspections

Authority: NC1-AU-75-20

Privacy Act: Not applicable.

Description: Information on surveys and inspections of commands, agencies, and installations to determine vulnerabilities to foreign directed intelligence collection, countermeasures recommendations, and the effectiveness of implemented countermeasures. Included are requests for surveys and inspections, survey and inspection reports, communications about surveys and inspections, and similar information.

Disposition: Destroy after next comparable survey or inspection.

FN: 381-20m

Title: Local intelligence, counterintelligence, and security files

Authority: NC1-AU-75-2

Privacy Act: AO381-45cDAMI

Description: Dossiers on intelligence, counterintelligence, and security activities related to local persons, criminals, incidents, and organizations which are of interest only to local area commands. Note: Do not send these files to the U.S. Army Investigative Records Repository.

Disposition: Destroy on supersession, obsolescence, or deactivation of the related area command.

FN: 381-45a

Title: Counterintelligence surveys and inspections (Rescinded; use FN 381-20l.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-45b

Title: Local intelligence, counterintelligence, and security files (Rescinded; use FN 381-20m.)

Authority: Not applicable.

Table B-65**File category 381: Military intelligence—Continued**

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 381-45c

Title: DOD-affiliated personnel and incident investigations

Authority: NC1-AU-77-2

Privacy Act: AO380-67DAMI

Description: Individual case files acquired on members of the Armed Forces, including retired personnel, members of Reserve Components, applicants for commission and enlistment, DOD civilian personnel and applicants for such status, persons having need for access to official information requiring protection in the interest of national defense under the DOD Industrial Security Program, and persons being considered for participation in other DOD programs. Files also include information pertaining to investigations of incidents of a counterintelligence nature under AR 381-12, AR381-20, and AR 381-47, and information pertaining to adverse actions, reports, and adjudicative documentation in arriving at security clearance determinations as prescribed by AR 604-5.

Disposition: Office maintaining record copy of dossier: Destroy 15 years after date of last action, except—

a. Personnel and incident investigations of a significant nature, to include those resulting in an adverse personnel action or courts-martial: Destroy 25 years after date of last action. Files determined to be of possible historical value may be offered through HQDA (SAIS-PSP) to the National Archives 25 years after date of last action.

b. Investigations of espionage and sabotage, or other major investigations of a counterintelligence or security nature: Permanent. Offer in conjunction with HQDA (SAIS-PDD) to the National Archives 25 years after date of last action.

c. Files on persons being considered for affiliation with DOD, but affiliation is not completed: Destroy after 1 year. Other offices (including CPOs) receiving information from these files, but not maintaining record copy of the dossier: Destroy when no longer needed for current operations.

FN: 381-45d

Title: Intelligence/counterintelligence sources

Authority: NC1-AU-77-6

Privacy Act: AO195-2aUSACIDC

Description: Information containing data about personnel who have been used as sources of intelligence or counterintelligence information by the Army; the details on the use or activities of a source which are necessary to confirm claims against the Army by source or heirs of the source. Included are agreements, contracts, information reports, financial reports, audiovisual products under the guidelines of AR 381-47 and FM30-17A, and related information.

Disposition: Destroy 75 years after date of last action.

FN: 381-100a

Title: Intelligence collections

Authority: NC1-AU-83-30

Privacy Act: Not applicable.

Description: Information on the procurement and selection of intelligence information. Included are intelligence collection plans, the scheduling of collection requirements, the monitoring and evaluation of collection priorities, audiovisual products under the guidelines of DIAM 58-1 and DIAM 58-13, and intelligence reference files.

Disposition: Permanent.

FN: 381-141a

Title: Intelligence contingency funds (ICF)

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the use, administration, supervision, and control of certain funds within DA appropriations reserved for intelligence and related activities as set forth in AR 381-141, and not otherwise payable from other DA funds. Included are records of ICF accounts, transactions, appointments, inspections, audits, original supporting documents and other information relating to the use of ICF.

Disposition: Destroy after audit by HQDA ODCSINT or 6 years and 3 months following the end of the fiscal year in which the actions occurred, whichever is first.

B-56. File category 385: Safety*a. Prescribing directives.*

- (1) AR 385-10, Army Safety Program.
- (2) AR 385-11, Ionizing Radiation Protection (Licensing, Control, Transportation, Disposal, and Radiation Safety).
- (3) AR 385-16, System Safety Engineering and Management.
- (4) AR 385-40, Accident Reporting and Records.
- (5) AR 385-55, Prevention of Motor Vehicle Accidents.
- (6) AR 385-64, Ammunition and Explosives Safety Standards.
- (7) AR 385-70, Unmanned Free Balloons, Moored Balloons and Kites, Unmanned Rockets, and Derelict Friendly Airborne Objects.
- (8) AR 385-95, Army Aviation Accident Prevention.
- (9) DA Pam 385-95, Aircraft Accident Investigation and Reporting.

b. Description. These records concern administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, ensuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Records on nuclear accidents and incidents, and some other elements on safety, are placed in respective subject series. See table B-66.

Table B-66**File category 385: Safety****FN:** 385**Title:** General safety correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to safety which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to safety that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 385-10a**Title:** Safety liaison files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting coordination and exchange of information with private and public safety agencies and representation of the Army on safety councils and committees. Included are replies to inquiries, requests for information, and similar information. Excluded is information which is an integral part of the safety standard files described elsewhere.

Disposition: Destroy after 2 years.**FN:** 385-10b**Title:** Safety hazards**Authority:** NC1-AU-77-40**Privacy Act:** Not applicable.

Description: Information on technical review and advice on safety hazards and identifying, eliminating, or controlling safety hazards. Included are hazard reports and similar information.

Table B-66**File category 385: Safety—Continued**

Disposition: Destroy after 5 years or when no longer necessary for current operations.

FN: 385-10c**Title:** Safety awareness files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placards, cartoons, newspaper items, photographs, letters, and similar material.

Disposition: Destroy after 2 years.**FN:** 385-10d**Title:** Safety standards**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting the development of safety standards and practices in developmental and production operations; the safe location, design, layout, and construction of facilities where explosives are handled or operations are exposed to explosive hazards; the safe handling, storage, and movement of explosives and other dangerous materials; and other areas requiring safety standards. Included are recommendations, coordination actions, studies, waivers and exceptions from safety standards, and similar information. (Waivers and exceptions pertaining to contracts will be disposed of with the related contract files.)

Disposition:

a. Office responsible for developing standard: Destroy 10 years after superseded or obsolete.

b. Other offices:

(1) Waivers and exceptions: Destroy on expiration or 1 year after disapproval.

(2) Other records: Destroy after 2 years.

FN: 385-10e (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 385-10f**Title:** Accident and incident cases**Authority:** NC1-AU-82-8**Privacy Act:** A385-10/40OSA

Description: Information relating to individual accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army missile systems, Army and non-Army motor vehicles, Army marine equipment, fires, explosives, and damage to Army property; harmful chemical, biological, and radiological exposures; occupational injuries, illnesses, or death of military, Army civilian employees, or contractor personnel, injury or illness to non-Army personnel or damage to non-Army property as a result of Army operations, artillery misfirings or accidents, and similar information.

Disposition: Destroy after 5 years, except:

a. U.S. Army Safety Center (USASC): Destroy after 30 years in CFA.

b. OCE records created prior to 1 Jan 82: Destroy after 30 years.

c. Reports of artillery misfirings or accidents and harmful chemical, biological, and radiological exposures accumulated by units in a combat environment or designated as combat support elements: Permanent.

FN: 385-10g**Title:** Target practice safety files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information indicating time of live ammunition firing, the target practice area, type of weapons used, organization doing the firing, and firing safety measures taken.

Disposition: Destroy after 1 year, except destroy safety cards after 2 years.**FN:** 385-10h**Title:** Operator's examination and qualification records**Authority:** GRS 10, Item 7**Privacy Act:** A0600-55DAMO

Table B-66**File category 385: Safety—Continued**

Description: DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft), and driver tests and examinations.

Disposition:

- a. Operator qualification record: Transfer with MPRJ or Official Personnel Folder (OPF), as applicable.
 - b. Tests and examinations: Destroy after recording on applicable qualification record.
-

FN: 385-10i

Title: Safety surveys

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, record of changes made as a result of the survey findings, and similar information.

Disposition:

- a. All safety offices: Destroy after 5 years.
 - b. Offices surveyed: Use FN 1c.
-

FN: 385-11a

Title: Radiation protection surveys

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information accumulated by radiation protection officers from local surveys to assure that protective practices and procedures are being followed by persons handling ionizing radiation sources or radioactive materials. Included are local x-ray protection surveys, radiation work permits, fume hood surveys, air filter surveys, radioisotope laboratory surveys, laser and microwave surveys, and similar information.

Disposition: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or license conditions. Destroy in CFA after 5 years.

FN: 385-11b

Title: Radiation protection training

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information about preparing and presenting training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to radiation. Included are locally developed training materials and aids, notifications of training sessions, attendance records, test results, training background of radiation protection personnel or users, and similar information.

Disposition:

- a. Course materials and aids: Destroy when superseded or obsolete.
 - b. Other information: Destroy after 2 years.
-

FN: 385-11c

Title: Radiation SOPs, regulations, and guidance

Authority: NN-166-204

Privacy Act: Not applicable.

Description: SOPs, regulations, and guidance maintained by radiation protection officers that prescribe procedures for procurement, use, disposal, and control of each radiation source. This includes provisions for maintaining doses as low as reasonably achievable.

Disposition: Destroy when superseded or on disposition of the radiation source.

FN: 385-11d

Title: Radiation analyses

Authority: NC1-AU-80-17

Privacy Act: Not applicable.

Description: Information on detecting and recording levels of radiation or radioactivity in material samples or objects, and the environment where radioactive materials are used. Included are chemical and radiation analysis reports; process control analysis reports; leak and wipe tests; air, biological, water, soil, and vegetation samples; and similar reports, logs, or information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11e

Title: Radiation sources accounting files

Authority: NC1-AU-80-17

Privacy Act: Not applicable.

Table B-66**File category 385: Safety—Continued**

Description: Information accumulated by radiation protection officers in controlling the receipt, transfer, use, storage, and disposal of radioactive materials and other radiation sources. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory and material accounting records, damaged shipment reports, waste disposal reports, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11f

Title: Personnel dosimetry files

Authority: NC1-AU-79-37

Privacy Act: A0040-14DASG

Description: Information on recording and reporting external and internal exposures of persons to ionizing radiation. Included are dosimeters; all dosimeters processed for evaluation; dosimeter logs; consolidated reports of dosimeter readings; DD Forms 1141 or automated dosimeter reports, when not included in medical records; records of planned special exposures; and similar information.

Disposition:

- a. Office performing dosimetry evaluation service: Retain in CFA until disposition instructions are published in this regulation.
 - b. Offices of radiation protection officers:
 - (1) DD Form 1141 or automated dosimetry report: Transfer with medical record upon transfer or separation of person concerned.
 - (2) Other information: Maintain in accordance with Title 10, Code of Federal Regulations, Part 20 or until license is terminated.
-

FN: 385-11g

Title: Dosimetry badge controls

Authority: NN-166-204

Privacy Act: A0040-14DASG

Description: Information on issue and control of dosimeters. Included are requests for issue and turn-in of dosimeters, information used to record issues and turn-ins, and similar information.

Disposition: Destroy after 1 year.

FN: 385-11h

Title: Radiation protection committee files

Authority: NC1-AU-78-44

Privacy Act: Not applicable.

Description: Information relating to review, evaluation, and approval or disapproval of the use of sources of ionizing radiation, procedures and conditions controlling such uses, and qualifications of individual users. Included are minutes of meetings, recommendations pertaining to items considered by the committee, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11i

Title: Radiation inspections

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information that supplements surveys available at the local and regional level. It evaluates and provides guidance on eliminating potential hazards in using radiation sources. This information relates to inspections conducted by Nuclear Regulatory Commission (NRC) and higher headquarters; special and routine radiation protection surveys; and microwave, laser, and high intensity light source surveys conducted by the U.S. Army Environmental Hygiene Agency. Included are notifications, inspection reports, staff assistance information, correspondence on corrective actions taken, and similar information. Note: For local radiation survey files, FN 385-11a. Reports and information maintained by U.S. Army Environmental Hygiene Agency will be identified as preventive medicine surveys.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11j

Title: Radiation reports

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on reporting the use of ionizing radiation for actual and experimental diagnostic and therapeutic services, research, development, and industrial purposes, and other applications. Included are activity, status, or operating reports, and similar information.

Table B-66**File category 385: Safety—Continued**

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11k

Title: Radiation incident cases

Authority: To be determined.

Privacy Act: AO040-14DASG

Description: Information about investigating and reporting cases of overexposure of individuals and the environment to ionizing radiation and comparable incidents involving radioactive materials. Included are telegraphic reports of incidents; reports of overexposures and laboratory spills; reports of loss or theft of radioactive materials; reports of accelerator, xray, nuclear reactor, or comparable incidents; and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11m

Title: Radioactive material licensing

Authority: II-NN-3552

Privacy Act: Not applicable.

Description: Information relating to obtaining HQDA authorization and NRC license to procure and use ionizing radiation sources. Included are license applications, coordinating actions, DA authorizations, licenses, permits, amendments thereto, and similar information.

Disposition: Destroy 2 years after cancellation or final expiration of the license and amendments, or 2 years after disapproval of the application.

FN: 385-11n

Title: Instrument and source calibration files

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on calibrating radiation sources and instruments that measure radiation. Included are calibration logs, manufacturers and locally developed calibration standards, and similar information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 385-11p

Title: Radiation facilities

Authority: NC1-AU-80-51

Privacy Act: Not applicable.

Description: Information relating to the radiation health and safety review of plans and specifications for the location, design, layout, construction, or modification of facilities in which radiation sources are received, stored, used, or produced. These files accumulate in offices of radiation protection officers and directors of reactor facilities. Included are design analyses, drawings, sketches, calculations, studies, recommendations, coordination actions, operating logs, calibration logs, daily and weekly checklists, and similar information.

Disposition:

a. Operating logs: Destroy after 75 years.

b. Other information: In accordance with Title 10 Code of Federal Regulations, Part 20, retain for 2 years after calibration record is made or after NRC inspection, whichever is later.

FN: 385-16a

Title: System safety files

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information relating to system safety criteria for materiel used in development, testing, production, utilization, and disposal. Included are technical safety engineering criteria for inclusion in system specifications, the preliminary hazard analysis, subsystem hazard analysis, system hazard analysis, and operational and support hazard analysis, surface danger zone data, safety subtest plans, reports and results, the System Safety Program Plan, other specialized or technical system safety analyses, and similar information.

Disposition:

a. Office performing or procuring the analysis: Destroy 10 years after the system is type-classified obsolete in accordance with AR 70-61.

b. Other offices: Destroy after 2 years.

FN: 385-16b

Title: System development management and engineering safety files

Table B-66**File category 385: Safety—Continued**

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information providing system safety input to management and engineering information for use during initial conception, development, and acquisition of materiel. Included are system safety input to required operating capabilities (ROC), letter requirement, and MOA, system safety input to solicitation documents, including responses to data calls, Federal Acquisition Regulation (FAR) and DOD FAR supplement clause requirements, and preparation of statement of work requirements, risk assessments for critical milestone reviews, system safety input to equipment performance report, value engineering proposal, value engineering change proposal, specification change notice, and similar information usually associated with major system acquisitions.

Disposition: Destroy 1 year after the development effort culminates in a type classification or reclassification action, or on cancellation of the development effort.

FN: 385-16c

Title: System safety historical files

Authority: N1-AU-90-16

Privacy Act: Not applicable.

Description: Information accumulated by offices responsible for collecting historical safety problem area information to determine safety problems of a commonly repeatable nature. Included are "lessons learned" from a particular system or several different systems, special projects, studies, or analyses of accident data, information on malfunctions and incidents, and similar information.

Disposition: Destroy after 5 years or when no longer needed for current operations.

FN: 385-16d

Title: Type-classified items safety files

Authority: NC1-AU-78-77

Privacy Act: Not applicable.

Description: Information providing safety significant data on systems that have been type-classified and fielded. Included are information and associated correspondence on safety related equipment improvement recommendations, equipment change proposals, request for waiver, request for deviation, and depot maintenance work request, rationale for modification of fielded items to minimize inherent hazards, analyses or studies of the data to determine undesirable hazards or trends in fielded systems, and similar information.

Disposition: Destroy after system has been declared obsolete in accordance with AR 70-61.

FN: 385-40a

Title: Accident experiences

Authority: NC1-AU-78-41 and NC1-AU-79-57

Privacy Act: Not applicable.

Description: Records related to statistical reporting of Army accidents that summarize and analyze Army accident experience and trends involving Army aircraft and missile systems, motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. (This description does not include information relating to the investigation of specific accidents, accident claim files, nor the control documents accumulated by automated processing activities for preparation of statistical reports.)

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

FN: 385-40b

Title: Accident and incident cases (Rescinded; use FN 385-10f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 385-40c

Title: Radiation incident cases (Rescinded; use FN 385-11k.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-66 File category 385: Safety—Continued
Disposition: Not applicable.
FN: 385-55a Title: Equipment operation permits (Rescinded; use FN 600-55b.) Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 385-55b Title: Equipment operator permit registers (Rescinded; use FN 600-55c.) Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.
FN: 385-64a Title: Explosive safety controls Authority: II-NNA-1945 Privacy Act: Not applicable. Description: Information used in determining whether prospective carriers' facilities and equipment meet overall safety standards and policies of DOD. Included are certifications of carriers, copies of inspection reports, notifications, and reports of investigation of carriers' operations. Disposition: Destroy on discontinuance of service of the carrier.
FN: 385-64b Title: Motor carriers' explosive safety files Authority: II-NNA-1469 Privacy Act: Not applicable. Description: Information relating to precautions recommended and taken by carriers in connection with transporting individual shipments of explosives and other dangerous articles. Disposition: Destroy after 1 year.
FN: 385-70a Title: Balloon operation plans Authority: NN-163-51 Privacy Act: Not applicable. Description: Information relating to coordinating, controlling, and preventing entry of balloons into or over air defense identification zones, areas of high-density air traffic, positive control airspace, and proposed launch areas. Included are proposed balloon flight operational plans, coordinating actions, approvals, disapprovals, and related information. Disposition: Destroy 2 years after disapproval or completion of the applicable balloon launching operation.
FN: 385-70b Title: Balloon flight reports Authority: NN-163-51 Privacy Act: Not applicable. Description: Reports containing data on date, time, prelaunch forecast of impact area and time, actual impact position and time, and appropriate remarks for each balloon flight conducted. Included are balloon flight performance reports, estimates of the number of flights which will be conducted during the next year, and related information. Disposition: Destroy after 2 years.
FN: 385-95a Title: Aviation safety statistics Authority: NN-168-144 Privacy Act: Not applicable. Description: Statistical data on flying hours exposure and aircraft accidents or incidents. Included are tables, charts, and similar information. Disposition: Destroy after 10 years in CFA.
FN: 385-95b Title: Aviation safety council files Authority: NN-168-144 Privacy Act: Not applicable. Description: Information relating to meetings of aviation safety councils. Included are minutes of meetings and similar information. Disposition: Destroy after 2 years.

Table B-66 File category 385: Safety—Continued
FN: 385-95c Title: Aviation accident and incident cases Authority: NC1-AU-79-58 Privacy Act: A0385-10/40ASO Description: Information relating to individual aviation accidents and incidents. Included are reports of accidents and incidents and investigations thereof, involving Army aircraft. Disposition: a. U.S. Army Safety Center: Destroy after 30 years in CFA. b. Other offices and TOE units: Destroy after 5 years.

B-57. File category 405: Real estate

a. Prescribing directives.

(1) AR 405-10, Acquisition of Real Property and Interests Therein.

(2) AR 405-20, Federal Legislative Jurisdiction.

(3) AR 405-25, Annexation.

(4) AR 405-70, Utilization of Real Estate.

(5) AR 405-80, Granting Use of Real Estate.

(6) AR 405-90, Disposal of Real Estate.

b. Description. These records concern acquisition, jurisdiction, utilization, granting temporary use, and disposal of real estate. See table B-67.

Table B-67 **File category 405: Real estate**

FN: 405 Title: General real estate correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to real estate which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.) b. NONACTION: Matters relating to real estate that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action. Disposition: a. ACTION: Destroy after 2 years. b. NONACTION: Destroy when no longer needed for current operations.

FN: 405-10a Title: Real property titles (Rescinded; use FN 405-90h.) Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.

FN: 405-10b (Not used.) Title: Not applicable. Authority: Not applicable. Privacy Act: Not applicable. Description: Not applicable. Disposition: Not applicable.

FN: 405-10c (Not used.) Title: Not applicable. Authority: Not applicable.
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Table B-67**File category 405: Real estate—Continued****Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 405-10d (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 405-10e**Title:** Maneuver and right-of-entry permits**Authority:** NC1-AU-80-5**Privacy Act:** AO027-20aDAJA**Description:** Information on obtaining permission from land owners and managers to allow Government personnel or equipment to enter, pass over, explore, or temporarily use such lands. Included are permits and agreements, such as right-of-entry for purposes of survey, exploration, or construction, right to pass over, and similar permits or agreements.**Disposition:**

a. Permits or agreements involved in claims:

(1) Claim files for \$1,000 or less: Destroy 6 years after claim is settled.

(2) Claim files in excess of \$1,000: Destroy 10 years after claim is settled.

b. Remaining files:

(1) CONUS: Destroy 2 years after cancellation or termination of permit or agreement.

(2) OCONUS: Destroy 2 years after cancellation or termination of permit or agreement, or destroy when no longer needed for current operations.

FN: 405-10f**Title:** Acquisition files**Authority:** NC1-AU-79-51**Privacy Act:** Not applicable.**Description:** Information on the acquisition of real estate by purchase, condemnation, transfer, donation, easement license, permit, lease, and space assignment. Included are offers to sell, options, acceptances, appraisal reports, easement information, certificates of inspection, tract ownership data, title evidence data, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, leases, notices of renewal, releases, supplemental agreements, and similar information.**Disposition:**

a. OCE: Destroy 10 years after completion of the acquisition transaction. Retire completed condemnation cases with the next annual shipment.

b. Other offices:

(1) Files pertaining to leases for \$25,000 or more per annum: Destroy 10 years after terminated and final payment is made.

(2) Files pertaining to leases for less than \$25,000 per annum: Destroy 6 years after termination and final payment.

(3) Remaining files: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.

FN: 405-10g**Title:** Acquisition controls**Authority:** II-NNA-1447**Privacy Act:** Not applicable.**Description:** Information used in controlling acquisition actions.

Included are acquisition docket sheets, comparable forms, and related information.

Disposition: Destroy after final audit has been approved by Chief of Engineers.**FN:** 405-10h**Title:** Acquisition progress reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports and directly related information which show acquisition progress.**Disposition:** Destroy after 2 years, except final report will be placed in the realty historical files.**FN:** 405-10i**Table B-67****File category 405: Real estate—Continued****Title:** Lease control**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information consisting of lease data cards and space occupancy data cards.**Disposition:** Destroy 2 years after termination of lease.**FN:** 405-10j**Title:** Recruiting facilities**Authority:** NC1-AU-78-119**Privacy Act:** Not applicable.**Description:** Information on providing space for recruiting offices, recruiting main stations, or recruiting detachments of the Army, Navy, Air Force, and Marine Corps and for collocating such facilities. Included are space assignment information, collocation studies, consolidated directory of recruiting facilities, and similar information.**Disposition:**

a. OCE: Destroy 10 years after termination of lease or disposal of property.

b. Other offices: Destroy 2 years after termination of lease or disposal of property.

FN: 405-10k**Title:** Real property acquisition supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable**Description:** Information kept by Corps of Engineers Division offices that duplicate the files kept in subordinate offices as described herein.**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.**FN:** 405-10m**Title:** Management controls**Authority:** II-NNA-1447**Privacy Act:** Not applicable.**Description:** Information kept to aid in controlling the use of real property. Included are grant record cards, reports of changes, and related information.**Disposition:**

a. Grant record cards: Destroy 1 year after termination.

b. Remaining records: Destroy after 1 year.

FN: 405-10n**Title:** Foreign leaseholding reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports and related information showing Army leaseholdings outside of installations in foreign countries.**Disposition:** Destroy after 1 year.**FN:** 405-10p**Title:** Overseas real property reports**Authority:** NN-166-204**Privacy Act:** Not applicable**Description:** Reports showing procurement of real property and rights, performance factors, comparable data on real property administration in overseas commands, and similar information.**Disposition:** Destroy after 3 years.**FN:** 405-10q**Title:** Homeowners assistance cases**Authority:** NC1-AU-79-43**Privacy Act:** A0405-10bCE**Description:** Information on the applications of persons involved in losses sustained in real estate market because of military base closures by DOD agencies. Included are application forms, appraisal reports, questionnaires, copies of deeds and mortgages, evidence or proof of ownership and occupancy of residences, applicants' appeals and final actions or decisions, and similar information.**Disposition:**

a. Offices having Army-wide responsibility: Destroy 10 years after final action or decision on appeals, as applicable.

b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.

FN: 405-10r

Table B-67**File category 405: Real estate—Continued**

Title: Homeowners assistance progress reports

Authority: NC1-AU-78-127

Privacy Act: Not applicable.

Description: Included are docket sheets, change reports, summary reports, and similar information.

Disposition: Offices having Army-wide responsibility: Destroy after 5 years in CFA.

FN: 405-10s

Title: Relocation assistance cases

Authority: NC1-AU-78-127

Privacy Act: A0405-10bCE

Description: Information related to relocation of persons and their personal property because of the acquisition of real estate for Army military or civil works purposes, or for other Federal agencies. Included are questionnaires, location assistance, reports of investigations, waivers, recapitulations and summaries, statements of determination, relocation summary reports, and similar information.

Disposition:

a. Offices having Army-wide responsibility: Destroy 10 years after final action or determination on appeals, as applicable.

b. Other offices: Destroy 10 years after payment in full satisfaction of claim or final determination on appeals, as applicable.

FN: 405-10t

Title: Relocation assistance progress reports

Authority: NC1-AU-79-43

Privacy Act: Not applicable.

Description: Included are docket sheets, change reports, summary reports, and related information.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 5 years in CFA.

b. Other offices: Destroy when superseded.

FN: 405-10u

Title: Homeowners assistance and relocation assistance supervisory files

Authority: NC1-AU-79-43

Privacy Act: Not applicable.

Description: Information kept by CE division offices which duplicates the record copy kept by district offices as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 405-20a

Title: Real property Federal jurisdiction files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the acquisition of Federal jurisdiction over land acquired by the United States in the several States and retrocession of Federal jurisdiction to the States. Note: Place the original cession and retrocession instruments in the realty historical file.

Disposition: Destroy after 6 years.

FN: 405-25a

Title: Real property annexations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on annexation of Federal property by States and their political subdivisions.

Disposition: Destroy after 6 years.

FN: 405-70a

Title: Real property utilization files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the use and status of real property, including space utilization criteria, the use of space in problem areas (such as metropolitan areas), inspection or surveys of space utilization, and related matters. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies on use.

Disposition: Destroy after 2 years or on discontinuance of the installation (except that a current copy of the real property utilization

Table B-67**File category 405: Real estate—Continued**

report will be kept on discontinuance and transferred to a representative of the Corps of Engineers).

FN: 405-70b

Title: Real property retention studies

Authority: NC-AU-75-19 and NC1-AU-80-5

Privacy Act: Not applicable.

Description: Information on studies of real property at installations to decide the effectiveness of utilization and necessity for retention. Included are reports and studies.

Disposition: Destroy on supersession by a new study or on transfer of related installation from Army control, whichever is earliest.

FN: 405-70c

Title: Real property management supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is earliest.

FN: 405-70d

Title: Civil Works real property record cards

Authority: NC1-AU-75-19

Privacy Act: Not applicable.

Description: Real estate record cards for civil works buildings and structures.

Disposition: Destroy 2 years after disposal of property and completion of real estate audit. Retain in CFA.

FN: 405-70e

Title: Leased land management files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to agronomic practices on land under grazing or cropping lease.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 405-80a

Title: Real estate management files

Authority: NC1-AU-85-59

Privacy Act: A0405-80CE

Description: Information on the management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and similar information.

Disposition:

a. CONUS:

(1) OCE: Destroy after 3 years.

(2) Other offices:

(a) Destroy compliance inspection reports 1 year after supersession by new report.

(b) Destroy files on restoration clauses that are removed 3 years after termination of instrument, except instrument and applicable restoration information will be kept until final restoration.

(c) Destroy remaining information 3 years after termination of basic instrument and final collection thereon.

b. OCONUS: Destroy after final action or when no longer needed for current operations, whichever is later.

FN: 405-80b

Title: Post engineer real estate files

Authority: NC-AU-75-19

Privacy Act: A0405-80cCE

Description: Copies of information pertaining to military real estate matters handled by CE. Included are copies of leases, trespass agreements, releases, requests for disposal of building and improvements, comparable instruments, and related information. These files may gather at HQDA, headquarters of major overseas commands, installations, and activities (but not Corps of Engineers districts, divisions, and subordinate offices).

Disposition: Destroy 2 years after termination of lease, agreement, or

Table B-67**File category 405: Real estate—Continued**

comparable instrument, or 2 years after disposal of the property, as applicable.

FN: 405-80c

Title: Real property summaries

Authority: NC1-AU-79-61

Privacy Act: Not applicable.

Description: These records include real property grant listings, real estate lease listings, summaries of outgrants, leases, and rent-free space, reports of changes, and similar information.

Disposition:

a. OCE:

(1) 30 September summaries: Destroy after 10 years in CFA.

(2) 30 September detailed listings: Destroy after 1 year.

(3) Other listings and reports of changes: Destroy after close of fiscal year.

b. Other offices: Destroy on supersession.

FN: 405-80d

Title: Real estate claims

Authority: II-NNA-2291

Privacy Act: AO405-80CE

Description: Information on those demands for payment for rent, damages, and other payments arising under the terms and conditions, whether expressed or implied, of leases or other contracts for either the use or occupancy of real estate. Extract sheets on all claims arising out of the use and occupancy of real property will be placed in the realty historical file before destruction of records.

Disposition:

a. Claims files for \$1,000 or less: Destroy 6 years after claim is settled.

b. Claims files in excess of \$1,000: Destroy 10 years after claim is settled.

FN: 405-80e

Title: Real estate claim controls

Authority: GRS 15, Item 3

Privacy Act: Not applicable.

Description: These records include real estate claims docket cards, real estate claims reports, and similar information.

Disposition: Destroy 2 years after settlement.

FN: 405-80f

Title: Trailer site leases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on leasing trailer sites on military reservations and civil works projects. Included are lease agreements, schedules of collections, and similar information.

Disposition: Destroy 3 years after close of fiscal year or termination of the lease.

FN: 405-90a

Title: Disposal files

Authority: NC1-AU-78-122

Privacy Act: Not applicable.

Description: Information on the disposal of real property, including buildings, growing crops, timber, sand, gravel, and quarried stone products by sale, transfer, or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notice of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, and requests for approval of disposal of buildings and improvements.

Disposition:

a. OCE: Destroy after 5 years.

b. Field offices:

(1) Files involving transfer and donation of properties which contain recapture clauses: Destroy 10 years after property is no longer subject to recapture clause.

(2) Files involving disposal of sand, gravel, crops, stone quarried products, or timber located on land which is not excess: Destroy 1 year after completion of disposal transaction.

(3) Remaining files: Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical file, if action has been included in approved audit.

Table B-67**File category 405: Real estate—Continued**

FN: 405-90b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 405-90c

Title: Disposal reports

Authority: NC1-AU-78-122

Privacy Act: Not applicable.

Description: Information gathered in connection with progress reporting of inactive, excess, and surplus real property at military installations. Included are real property disposal reports, summary reports, excess real property reports, and similar information.

Disposition:

a. Reports of changes: Destroy after 1 year, except final disposal report and report of excess real property will be placed in the realty historical files.

b. Summary reports (OCE): Destroy September and cumulative summaries after 10 years, retire after 5 years.

c. Other summaries: Destroy after 1 year.

d. Other files: Destroy when no longer needed for current operations.

FN: 405-90d

Title: Disposal supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 405-90e

Title: Custodial property accountability files

Authority: II-NNA-646

Privacy Act: Not applicable.

Description: This information is kept by CE representatives designated to assume accountability of an installation declared excess to Army needs. Included are inventories of installed property, miscellaneous property lists, transfer of property information, the shipping information, the receiving reports, and related information.

Disposition: Destroy after 2 years.

FN: 405-90f

Title: Military real property record cards

Authority: II-NNA-646

Privacy Act: Not applicable.

Description: Information which constitutes the basis for the repairs and utilities accounting system for the receipt and disposition of real property, that is, land and interests therein, leaseholds, buildings and improvement, and appurtenances thereto.

Note: These records will be kept at the installation until control of the real estate passes to the COE as a result of the installation being declared surplus to Army needs. At that time custody of DA Forms 2877 will be transferred by the repairs and utilities accountable officer to a representative of the COE. After disposal of the real estate to another Government agency, DA Forms 2877 will be transferred to the receiving agency. After disposal to an agency or person outside the Government, DA Forms 2877 will be transferred to the purchaser. When a building is destroyed in any manner, DA Forms 2877 will become an integral part of the report of survey of DD Form 1354 (Transfer and Acceptance of Military Real Property) and will be disposed of with facilities engineering stock record account files.

Disposition: DA Form 2877: When not accepted by a purchaser outside the Government, destroy 1 year after consummation of the real property disposal action.

FN: 405-90g

Title: Military real property record drawings

Authority: NC1-AU-75-27

Privacy Act: Not applicable.

Description: Current and complete files of all drawings on the design and construction of a project, including regional map and reservation map; post layouts; architectural, mechanical, and structural building plans; water distribution, steam distribution, gasoline storage, and fuel

Table B-67**File category 405: Real estate—Continued**

systems; roads, aprons, runways, and parking areas; storm drainage systems; and railroads.

Note: These files will be kept at the installation to which they apply until the control of surplus real estate passes to COE when their transfer will be effected in the same manner as military real property record card files above.

Disposition: Files not accepted by a purchaser outside the Government: Destroy 1 year after consummation of the real property disposal action.

FN: 405-90h

Title: Real property title/historical files

Authority: NC1-AU-83-5

Privacy Act: Not applicable.

Description: Information documenting the condition of title and history of the acquisition, management, and disposal of real property maintained.

Disposition:

a. Records maintained by U.S. Army Corps of Engineers Divisions and Districts having operational real estate responsibility:

(1) Records predating 1917: Permanent. In conjunction with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) Records dated 1917 or later: Destroy 10 years after unconditional disposal of property.

b. Copies maintained by other offices: Destroy when no longer needed for current operations.

c. Records retired into the Federal Records Center System prior to 1 January 1985:

(1) Records predating 1917: Permanent.

(2) Records dated 1917 or later: Retain until 2035 when they will be reviewed for possible destruction.

d. Indexes:

(1) Indexes pertaining to real property title/historical files already in the custody of the National Archives and those listed above as "Permanent": Permanent. In conjunction with HQDA(SAIS-PSP), offer to the National Archives when no longer needed for current operations.

(2) All other indexes: Destroy with the records to which they relate or when no longer needed for current operations.

B-58. File category 415: Construction*a. Prescribing directives.*

(1) AR 415-10, Military Construction-General.

(2) AR 415-15, Military Construction, Army (MCA) Program Development.

(3) AR 415-17, Cost Estimating for Military Programing.

(4) AR 415-20, Project Development and Design Approval.

(5) AR 415-35, Minor Construction.

b. Description. These records concern construction at military installations and facilities under Department of the Army control, including design, funding, and awarding of contracts, and administration of construction programs, excludes master planning (see 210 series), and work classified as maintenance and repair (see 420 series). See table B-68.

Table B-68**File category 415: Construction**

FN: 415

Title: General construction correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

Table B-68**File category 415: Construction—Continued**

information relating to construction which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to construction that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 415-10a

Title: Contract correspondence

Authority: II-NNA-1295

Privacy Act: Not applicable.

Description: Information pertaining to military construction contracts, architect-engineer contracts, civil works construction, maintenance, and operation contracts, and repairs and utilities contracts. It excludes other files specifically described below.

Disposition: Destroy after 6 years.

FN: 415-10b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 415-10c

Title: Military construction contracts

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: These files may gather in various operating elements of an office in charge of administering architect-engineer and construction contracts for military projects.

Note: Certain files on a contract may also gather in offices at other locations when other responsibility for performing certain functions is delegated to such offices.

a. Each such office will be designated as the "office of record," and will be responsible for completely documenting the function in order that duplicate files kept by other elements can be destroyed as non-record material. Record files of each operating element will be sent to the records holding area without consolidation with files of other elements.

b. Information reflecting accounting and control of expenditures made under the contract, such as construction authorization, distribution of fixed-fee vouchers, allotment ledgers, fund control registers, reimbursement vouchers, statements of Federal and State unemployment tax, Social Security tax receipts, travel vouchers, progress reports of liabilities and disbursements incurred, bank recapitulations, financial reports, closing statements, and related information will be disposed of with proper finance and fiscal files.

c. Plans, specifications, analyses of design, and "as-built" and shop drawings will be disposed of by the instructions for military construction project files. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed until settlement of claim or completion of the investigation or litigation.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files include records listed in the Army Standard Pricing System(ASPS) Nos. 2 and 3, such as preaward data; contractual instruments; compensation and insurance information; contractor terminations; contract property account records, photographs, notices of award, and notices of assignment; notices to proceed, stop, and start orders; related correspondence and all information determined by the contracting officer as essential for completion of the individual contract; tool and equipment files pertaining to the rental, inspection, and repair of equipment; materials inspection files accumulated in the inspection of material, equipment, and supplies purchased by the contractor for use under contract provisions; payroll files; and related information.

Disposition:

a. Office of record: Destroy 6 years and 3 months after final payment.

Table B-68**File category 415: Construction—Continued**

b. Supervisory and other offices: These are non-record copies. Destroy 1 year after final payment or when no longer needed for current operations.

FN: 415-10e**Title:** Military planning, design, and construction correspondence**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information on the overall function of planning, designing, and construction of projects for the Army, Air Force, and other Government agencies (as assigned). It excludes specific files described herein.**Disposition:**

a. OCE: Permanent. Retire after 5 years.

b. Other offices: Destroy after 5 years.

FN: 415-10f**Title:** Military construction projects (Rescinded. Use 210-20b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 415-10g**Title:** Canceled projects**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Military construction project files or parts thereof that have been canceled.**Disposition:**

a. Files on canceled underground storage projects: Destroy 20 years after cancellation. Retire after 5 years.

b. Other files: Destroy 10 years after cancellation. Do not retire.

FN: 415-10h**Title:** Project authorizations**Authority:** NC1-AU-79-62**Privacy Act:** Not applicable.**Description:** Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices, and directly related information.**Disposition:** OCE:

a. Design directives: Destroy after 5 years.

b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.

Note: Copies of directives gathered by field offices or that support other functions are filed under other proper file numbers.

FN: 415-10i**Title:** Military construction supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information kept by CE division offices that duplicates the files kept in subordinate offices, as described in this category.**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 415-15a**Title:** Design development files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information on the development of design of emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.**Disposition:** OCE: Destroy 4 years after completion of design.

FN: 415-15b**Title:** Design and construction investigations**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described in subfunctional category 1514.**Disposition:** OCE: Destroy 4 years after completion of investigation.

FN: 415-15c

Table B-68**File category 415: Construction—Continued**

Title: Specification development reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices of the Army Staff: Destroy after 2 years or on discontinuance, whichever is first.

FN: 415-15d**Title:** Standard designs**Authority:** NC1-AU-82-24**Privacy Act:** Not applicable.**Description:** Original standard drawings (or microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices, pertaining to emergency, modified emergency, semi-permanent and permanent types of standard buildings, structures, or other facilities.**Disposition:**

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.

b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes has been minimized.

FN: 415-15e**Title:** Standard design references**Authority:** GRS 17, Item 4-9**Privacy Act:** Not applicable.**Description:** These files include one full-sized reproducible copy or microfilm negative of standard drawings, standard specifications, and design analysis.**Disposition:** Field offices: Destroy when superseded, obsolete, or no longer required for reference.

FN: 415-15f**Title:** Division and district standard drawings**Authority:** NC1-AU-82-24**Privacy Act:** Not applicable.**Description:** Files include original standard drawings (or microfilm negative thereof) pertaining to standard construction within a division or district. It does not include files described as standard design files as stated above.**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.

FN: 415-15g**Title:** Abstract of bid experiences**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Abstracts of bids submitted by district offices and used as a basis for gathering data on bid experience for military construction.**Disposition:** Office having Army-wide responsibility: Destroy after 2 years.

FN: 415-15h**Title:** Project authorizations**Authority:** NC1-AU-79-62**Privacy Act:** Not applicable.**Description:** Information describing work to be performed, cost limitations, and authorizing funds for obligation. Included are design and construction directives issued by OCE to engineer field offices and directly related information.**Disposition:** OCE:

a. Design directives: Destroy after 10 years.

b. Construction directives: Destroy 10 years after physical completion of the last construction project covered by a directive series.

Note: Copies of directives gathered by field offices or directives that support other functions are filed under other proper file numbers.

FN: 415-17a**Title:** Cost estimates

Table B-68**File category 415: Construction—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.**Description:** Reports of bid analyses, estimates, studies, and similar information received from field and headquarters, DA agencies, or architect engineers.**Disposition:** Offices having Army-wide responsibility: Destroy on discontinuance of the function to which they relate.**FN:** 415-17b**Title:** Military procurement action reports**Authority:** II-NNA-1781**Privacy Act:** Not applicable.**Description:** Information indicating the status of military construction and architectural engineering contract awards submitted by contracting officers of field agencies to heads of procuring agencies. Included are procurement action reports, changes to reports, and completion reports.**Disposition:**

a. Offices of Army Staff: Retain in CFA. Destroy after 10 years or when all monies under applicable appropriation have been expended, whichever is first, except change order reports will be destroyed on receipt of succeeding report.

b. Field offices: File with and dispose of with related contract file.

FN: 415-17c**Title:** Procurement action summaries and special reports**Authority:** NC1-AU-78-116**Privacy Act:** Not applicable.**Description:** Progress summaries and special operating reports on military construction.**Disposition:** Offices having Army-wide responsibility: Destroy after 10 years.**FN:** 415-20a**Title:** Completed military project references**Authority:** GRS 17, Item 4-9**Privacy Act:** Not applicable.**Description:** Copies of modified standards, specifications, completion reports, and "as-built" drawings (or microfilm negatives thereof) which may be kept in engineer district offices after destruction of other military construction project files.**Disposition:** Destroy when project is abandoned or passes from military control. Earlier destruction is authorized.**FN:** 415-35a**Title:** Minor and troop construction projects**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations and justifications; tests; geological investigations; cement, concrete, and foundation reports; logbooks and field layout books; computations and cross-sections; relocations; analyses of design, specifications and addenda; original tracings; "as-built" and shop drawings progress photographs, inspection, progress, and completion reports; and similar information.

Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.

Disposition:

a. Office responsible for awarding contract or for executing work by other means: Destroy 10 years after completion of the project.

b. Other offices: Destroy 2 years after completion of the project.

B-59. File category 420: Facilities engineering*a. Prescribing directives.*

(1) AR 420-10, Management of Installation Directorates of Engineering and Housing.

(2) AR 420-17, Real Property and Research Management.

(3) AR 420-22, Preventive Maintenance and Self-Help Programs.

(4) AR 420-41, Utilities Contracts.

(5) AR 420-46, Water and Sewage.

(6) AR 420-49, Heating, Energy Selection and Fuel Storage, Distribution, and Dispensing Systems.

(7) AR 420-54, Air Conditioning, Evaporative Cooling, Dehumidification, and Mechanical Ventilation.

(8) AR 420-72, Surfaced Areas, Railroads, and Associated Structures.

(9) AR 420-74, Natural Resources: Land, Forest, and Wildlife Management.

(10) AR 420-76, Pest Management.

(11) AR 420-81, Custodial Services.

(12) AR 420-90, Fire Prevention and Protection.

(13) DA Pam 420-6, Resources Management System.

b. Description. These records concern maintenance and repair of real property, operation of utilities plants and systems, fire prevention and protection, minor construction (addition, expansion, alteration, conversion, or replacement of existing real property facilities), management of natural resources (land, forest, fish, and wildlife), and related facilities engineering functions and services such as custodial, entomology, refuse collection and disposal, snow removal, and ice alleviation. See table B-69.

Table B-69**File category 420: Facilities engineering**

FN: 420**Title:** General facilities engineering correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to facilities engineering which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to facilities engineering that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 420-6a**Title:** Job order registers**Authority:** NC1-AU-85-40**Privacy Act:** Not applicable.**Description:** Information used in the control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling and completion, description, and cost.**Disposition:** Destroy 2 years after date of last entry.**FN:** 420-10a**Title:** Facilities engineering correspondence**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information on the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at military installations. It excludes specific files described herein.**Disposition:**

a. OCE: Destroy in CFA after 10 years.

b. Other offices: Destroy when no longer needed for reference.

FN: 420-10b (Not used.)**Title:** Not applicable.**Authority:** Not applicable.

Table B-69
File category 420: Facilities engineering—Continued

Privacy Act: Not applicable.
Description: Not applicable.
Disposition: Not applicable.

FN: 420-10c

Title: Facilities engineering project estimates

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on preparing, reviewing, and approving projects for maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by post engineers, requests for approval of projects, and information reflecting approval of projects.

Disposition:

- a. Reviewing offices: Destroy after 3 years.
 - b. Post engineers: Destroy 2 years after completion or disapproval of project.
-

FN: 420-10d

Title: Construction inspection reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.

Disposition: Destroy after 6 years.

FN: 420-10e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-10f

Title: Fire protection designs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
 - b. Other offices: Destroy when superseded or no longer required for reference.
-

FN: 420-17a

Title: Installation facility services

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on the conduct of fire protection activities, conduct of rodent and insect control programs, janitorial services and refuse collection, and the operation of facilities engineering shops. Typical information are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence. Excluded are specific information defined under file prevention and protection files (AR 420-90.)

Disposition: Destroy after 2 years or on discontinuance of the installation.

FN: 420-17b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-17c

Title: Forest management plans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the sustained production of timber and related natural resource values (for example, natural beauty, recreation, wildlife, watershed protection, and yield of high-quality water).

Disposition: Destroy on supersession of the plan or section of the plan.

FN: 420-17d

Title: Utilities operations

Table B-69
File category 420: Facilities engineering—Continued

Authority: NC1-AU-82-18

Privacy Act: Not applicable.

Description: Information accumulated at installations relating to operation of plants and systems (for example, water, sewer, electric, gas, heating, boiler, ice manufacturing, cold storage refrigeration, air-conditioning, fuel storage and distribution). Included are service economy reports, reports of consumption, and laboratory test reports.

Disposition: Destroy after 2 years or in accordance with State laws, whichever is longest.

FN: 420-17e

Title: Facilities engineering service and work orders

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Originals and copies of service orders, work orders, and related information kept by the post engineer activity that is authorized to perform repair, maintenance, minor construction, and operational work.

Disposition:

- a. Original forms and related information: Destroy 2 years after completion of work.
 - b. Copies of forms: Destroy 1 month after completion of work, or earlier when not required for management purposes, as determined locally.
-

FN: 420-17f

Title: Facilities engineering stock record accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by a post engineer which reflects by items the receipt, storage, maintenance, and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards, or any equivalent forms, vouchers supporting postings to real property cards, such as copies of leases, transfer and acceptance of military real property form, work orders, notices of cancellation of leases, and reports of survey, vouchers supporting postings to installed property cards, such as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, and project turn-in slips, and vouchers supporting postings to stock cards for facilities engineering stock such as shipping information, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey, and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance.

Disposition: Destroy after 2 years.

FN: 420-17g

Title: Job order registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used in control of job orders. This information normally consists of ledgers, registers, or fastened sheets reflecting such data as job numbers, dates of receipt, approval, disapproval, scheduling, and completion, descriptions, costs, and similar information.

Disposition: Destroy 2 years after date of last entry.

FN: 420-17h

Title: Real property inventories

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Reports, change reports, and related information which show status, cost, capacity, condition, present use, maintenance, and management of real property.

Disposition: Destroy 1 year after supersession by a new installation inventory, or on final disposal of property.

FN: 420-17i (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 420-17j

Title: Integrated Facilities Systems (IFS) input files

Authority: GRS 20, Item 10

Privacy Act: Not applicable.

Table B-69**File category 420: Facilities engineering—Continued**

Description: Information (data transcriptions) used to list input into the automated system. These forms include—

- a. Assets accounting, unique, and real property management inputs such as installation headers, training suitability data, disposal data cards, property and building information schedules, cards for drawing numbers and complexes, utilities, facilities, and fire protection, tenant data, functional group and error message records, equipment updates, economic indicators, inspection results, and similar forms.
- b. Facilities engineering management system inputs, such as issues and turn-ins, work requests and orders, design estimates, contract data, service orders, labor and equipment utilization, resources, fuel and sales inputs, and similar forms.

Disposition:

- a. Destroy 1 year after input into system (a above).
- b. Destroy 2 years after completion of project (b above).

FN: 420-17k**Title:** IFS printed output forms**Authority:** GRS 20, Item 3**Privacy Act:** Not applicable.

Description: Printed output Facilities Engineering Management System (FEMS) and Assets Accounting reports produced by the automated system, including transaction lists, error lists, special projects, interface transactions, material reports, design status, contract status, master and shop schedules, service orders and backlogs, standing operations orders, facility descriptions for buildings and other than buildings, space utilization, missing essential data elements, facility disposal, building information schedule, installation inventory of military real property, and similar reports.

Disposition:

- a. Year-End facility reference report: Destroy after 2 years.
- b. Other output: Destroy when no longer needed for current operations.

FN: 420-17m**Title:** IFS master file tapes**Authority:** GRS 20, Item 10**Privacy Act:** Not applicable.

Description: Master file tapes and disc packs used in IFS processing. These routine master file tapes include unique, labor and equipment master, FEMS master job, task code master, installation management and planning, recurring and deficiency dollar, standard financial system (STANFINS) interface table, history, and similar or related master file tapes.

Disposition:

- a. Captured year-end FEMS master job files and history files: Blank after 3 years.
- b. Other files: Blank older versions upon third update cycle, or when no longer needed for current operations.

FN: 420-22a**Title:** Ground maintenance files**Authority:** NC1-AU-81-37**Privacy Act:** Not applicable.

Description: Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 420-41a**Title:** Utility contract reviews**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements, recommendations relating to contracts, and information reflecting approval or proposed revision of contracts and the necessity for continued sale.

Disposition:

- a. Information on open-end type purchase contracts and sales contracts: Destroy 2 years after termination of contract.
- b. Other files: Destroy after 2 years.

FN: 420-41b**Title:** Contract reviews**Table B-69****File category 420: Facilities engineering—Continued****Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes. This excludes utilities contract review files.

Disposition: All review offices: Destroy after 6 years or when they have served their purpose.

FN: 420-41c**Title:** Other agencies contracts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information pertaining to the sale of power by marketing agencies from CE hydroelectric projects. Included are copies of contracts administered by marketing agencies and agreements.

Disposition: Destroy 6 years after expiration of the contract.

FN: 420-41d**Title:** Utilities contracts**Authority:** NC1-AU-76-48**Privacy Act:** Not applicable.

Description: These files contain information that pertains to contracting for facilities engineering work normally administered by the post engineer, contracting for buying and selling utilities services at military installations and at CE civil works projects, and inspection and maintenance contracts administered by Army headquarters. Included are contracts, delivery orders, invoices, service authorization, and correspondence on specific contracts. Utilities contract files also contain—

- a. Information on unsettled claims, incomplete investigations, or pending litigation, which will not be disposed of until settlement of the claim or completion of the investigation or litigation.
- b. Delivery orders, service authorizations, or comparable instruments created in connection with master, open end, or indefinite delivery type contracts, which will be considered as separate individual transactions. Disposition will be based on final payment of the individual delivery order, service authorization, or comparable instrument.

Disposition:

- a. Office of record: Destroy 6 years and 3 months after final payment.
- b. Supervisory and other offices: Destroy upon termination of contract.

FN: 420-46a**Title:** Utilities maintenance files**Authority:** NC1-AU-75-19**Privacy Act:** Not applicable.

Description: Information on the maintenance of utilities equipment and systems such as water and sewage, electrical refrigeration and air-conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will be kept at the installation and will remain with the buildings and grounds when transferred from the jurisdiction of the Army.

Disposition: Destroy 1 year after salvage, replacement, or dismantling of related plant or system.

FN: 420-49a**Title:** Utilities maintenance files (Rescinded; use FN 420-46a).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 420-49b**Title:** Utilities operating logs**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Logbooks pertaining to the operation of utilities.

Disposition: Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred. Destroy on final disposition of related equipment and machinery.

FN: 420-54a**Title:** Air-conditioning policy exceptions**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information relating to DA approval for exceptions to stated

Table B-69**File category 420: Facilities engineering—Continued**

policy on installation, use, replacement, and alteration of air-conditioning systems or individual air-conditioning units. Included are proposals, justifications, requests, approvals, disapprovals, sketches, engineering analyses, and related information.

Disposition: Destroy 1 year after salvage, replacement, or dismantling of related system or equipment.

FN: 420-72a

Title: Traffic engineering surveys and studies

Authority: NC1-AU-85-30

Privacy Act: Not applicable.

Description: Information that accumulates in the planning and execution of engineering surveys and studies pertaining to installation traffic. Studies and surveys completed as part of the installation site selection or master planning must be filed with related site selection or master planning files.

Disposition:

a. Office performing study or survey: Destroy when no longer needed for current operations.

b. Installations or activities surveyed: Destroy after next comparable survey.

FN: 420-72b

Title: Transportation research and studies

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to transportation research and study projects that cover various aspects of traffic management improvement, simplification, and adaptation to computer systems. Included are requests for initiation of projects and project reports.

Disposition: Office responsible for project studies: Destroy after 3 years or 3 years after completion of the related study, as applicable.

FN: 420-74a

Title: Resources conservation programs, goals, and schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to setting goals for the Army Resources Conservation Program and to time-phased schedules for accomplishment of approved goals. Included are schedules, goals, recommendations, comments, approvals, disapprovals, changes, and related information.

Disposition: Destroy 2 years after supersession.

FN: 420-74b

Title: Timber disposal files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on reviewing and authorizing the availability of timber for harvesting of woodlands on federally owned lands, including declarations of availability and authorizations for harvesting.

Disposition: Destroy after 5 years.

FN: 420-74c

Title: Wildlife management plans and implementations

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the protection of fish and wildlife on military reservations, including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of hunting and fishing, observance of game laws, and similar measures.

Disposition:

a. Cooperative plan agreements: Destroy on supersession of the plan or section of the plan.

b. Licensing documentation: Destroy when no longer needed for current operations.

(Note: Collection vouchers indicating funds generated by this program and transmitted to FAO are identified under FN 37-103a).

FN: 420-74d

Title: Natural beauty and outdoor recreation files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on natural beauty of the landscape and grounds and facilities for outdoor recreation.

Table B-69**File category 420: Facilities engineering—Continued**

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 420-74e

Title: Land management plans

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information accumulated in the preparation, development, review, and approval of plans for the improvement and management of installation lands. Included are land management, planting, and fire protection plans.

Disposition: Destroy on supersession of the plan or section thereof.

FN: 420-74f

Title: Herbicide management files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information relating to use of herbicides on military land.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 420-74g

Title: Reforestation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on reforestation of military reservations containing information about acres planted for reforestation and acres planted for windbreaks and shelter belts and similar information including the reports made by field installations, copies of consolidated reports sent to the Secretary of Defense, and correspondence concerning the reports.

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 420-74h

Title: Wildlife cooperative agreements

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on cooperative agreements for development, improvement, and protection of fish and wildlife on military reservations.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 420-74i

Title: Conservation awards

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on DA Conservation Awards.

Disposition:

a. OCE: Destroy after 3 years.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 420-74j

Title: Natural resources reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on soil and water conservation, forest management, and fish and wildlife management.

Disposition:

a. OCE: Destroy after 2 years.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 420-74k

Title: Real property maintenance supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices that duplicate the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the district, whichever is earliest.

FN: 420-74m

Title: Land management files

Authority: NC1-AU-81-53

Privacy Act: Not applicable.

Table B-69**File category 420: Facilities engineering—Continued**

Description: Information on preservation, development, improvement, and maintenance of real property on military reservations (including control of erosion, dust, and vegetative fire hazards), drainage establishment and maintenance of vegetative covers, control of weeds and noxious plants, and irrigation and supply of water for plant growth on military land.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 420-76a

Title: Entomology services

Authority: NC1-AU-81-51

Privacy Act: Not applicable.

Description: Information on the criteria, practices, and application of measures for insect and rodent control to protect personnel, material, buildings, and other facilities.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81a

Title: Sanitary services

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on standards and practices in the collection and disposal of refuse and the collection of salvage, including communications about methods of refuse disposal and collection systems, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81b

Title: Custodial services

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Information on the criteria and procedures for performing cleaning, janitorial, and preventive maintenance and services at Army installations.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 420-81c

Title: Installation maintenance progress and inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on the progress and inspection of maintenance and repair activity in connection with post real and installed property. Included are progress, work, and inspection reports.

Disposition: Destroy after 2 years or on discontinuance of the installation.

FN: 420-90a

Title: Fire prevention files

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of fire prevention and protection practices and methods.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 years.
- b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer required for reference.

FN: 420-90b

Title: Installation fire prevention and protection files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on the automatic sprinkler and alarm system, water distribution system showing location of fire hydrants, pumps, valves, standpipe connection, and similar devices, sources of water supply, available post fire fighting equipment, tables of running distances, pressure in water mains, fireflow and pump tests, liaison with civil or military organizations, and fire station log summaries.

Disposition:**Table B-69****File category 420: Facilities engineering—Continued**

a. Individual run reports and routine reports of equipment tests: Destroy after 1 year.

b. Remaining files: Retain at the installation. When responsibility for buildings or grounds is transferred, these files will also be transferred.

FN: 420-90c

Title: Fire reporting cases

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports of fires (or explosions followed by fire) resulting in loss of life, material, and structures received from field organizations. Included are reports of investigations and other communications.

Disposition:

- a. OCE: Destroy after 25 years. Cut off at end of each year and retire after 5 years.
- b. Other offices and TOE units: Destroy 1 year after close of investigation.

FN: 420-90d

Title: Fire loss experiences

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information and data compiled from fire reports or other sources to note trends and experience from losses due to fires or explosions followed by fire.

Disposition:

- a. OCE: Destroy after 25 years in CFA.
- b. Other offices: Destroy after 5 years.

FN: 420-90e

Title: Fire protection meetings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that may gather from the Army's participation in meetings and liaison with public industry on fire prevention and protection methods and practices.

Disposition: Destroy after 10 years.

FN: 420-90f (Rescinded; use FN 420-10f.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-60. File category 500: Emergency employment of Army and other resources

a. Prescribing directives.

- (1) AR 500-4, Military Assistance to Safety and Traffic.
- (2) AR 500-5, The Army Mobilization and Operations Planning System.
- (3) AR 500-10, Nonindustrial Facilities for Mobilization.
- (4) AR 500-50, Civil Disturbances.
- (5) ER 500-1-1, Natural Disaster Procedures.

b. Description. These records concern actions involved in preparing for war or emergencies; bringing the Army to a state of readiness; and assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency action and measures taken to minimize and assist in riots, demonstrations, and other disorders, floods, earthquakes, storms, fires, and accidents, and planning and operations in support of National Civil Defense Program. Records pertaining to specific subjects concerning emergency employment or mobilization are placed in appropriate subject series. See table B-70.

Table B-70
File category 500: Emergency employment of Army and other resources

FN: 500

Title: General emergency employment of Army and other resources correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to emergency employment of Army and other resources which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to emergency employment of Army and other resources that are received for information only, on which no action is required. These includes cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 500-1-1a

Title: Domestic emergency operation reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on reporting on domestic emergency operations. Included are situation reports on domestic emergencies, progress reports on emergency flood control or natural disaster activities, and summary of operations.

Disposition: Destroy after 5 years, except that teletype reports will be destroyed after 1 year.

FN: 500-1-1b

Title: Post action reports

Authority: NC1-AU-85-3

Privacy Act: Not applicable.

Description: Information on reports required following flood emergency or other natural disaster domestic emergency. Included are post-disaster, post-flood, and similar reports with related background documentation.

Disposition:

a. Creating office and office(s) assisting with disaster, flood and other recovery efforts: Final reports and copies with selected exceptional or unique background documentation that will significantly enhance the final report — Permanent, retire to FRC after 10 years, transfer to NARA after 20 years.

b. All other: Destroy when no longer needed for current operations.

FN: 500-4a

Title: Emergency plans

Authority: NC1-AU-77-22

Privacy Act: Not applicable.

Description: Information relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other information relating to emergency planning.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices and TOE units: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 500-4b

Title: Emergency reports

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Table B-70
File category 500: Emergency employment of Army and other resources—Continued

Description: Information relating to emergency situations or disasters reflecting damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, daily, interim, and final emergency operations reports and related information.

Disposition:

a. Office of the Army Staff requiring the reports: Permanent.

b. Other offices: Destroy after 2 years.

FN: 500-4c

Title: Emergency tests and exercises (Rescinded; use FN 350-28a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 500-5a

Title: Mobilization plans and programs

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to the preparation, review, approval, and issue of plans and programs that provide guidance for the orderly and rapid expansion of the Army during partial or full mobilization. Included are mobilization planning documents (mobilization programs of DA are included in and published as annexes to the mobilization guidance documents issued to operating agencies), mobilization plans and programs of commands and installations with mobilization planning and programming responsibilities, coordinating actions, approvals, and related information.

Disposition:

a. Office responsible for preparation: Permanent. Cut off annually following revision, supersession, or rescission.

b. Other offices: Destroy copies of mobilization plans and programs when superseded or no longer needed and destroy other information after 2 years.

FN: 500-5b

Title: Strategic, capabilities, and mobilization studies

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to various types of studies conducted in development of strategic capabilities and mobilization plans and concepts. Included are studies, comments, approvals, disapprovals, and similar information.

Disposition:

a. Office of the Army Staff responsible for study: Permanent. PIF on completion of study and cut off at the end of that year.

b. Other offices, including commenting offices: Destroy after 2 years.

FN: 500-5c

Title: Production equipment history files

Authority: NC1-AU-77-69

Privacy Act: Not applicable.

Description: Information used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related information. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

Disposition:

a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.

b. Other supervisory offices: Reports: Destroy after 2 years.

c. Cards used as central control files: Destroy after final disposition of related equipment.

d. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.

FN: 500-10a

Title: Nonindustrial facilities mobilization files

Authority: NN-173-150

Privacy Act: Not applicable.

Description: Information showing the allocation of nonindustrial facilities for mobilization. Included are nonindustrial facility allocation forms, reviews, and revalidation and inventories of Army allocated facilities.

Disposition:

Table B-70**File category 500: Emergency employment of Army and other resources—Continued**

- a. Facility allocations: Destroy on cancellation of facility allocation.
 b. Inventories: Destroy when superseded by a new inventory.

FN: 500-50a**Title:** Civil disturbance operations**Authority:** NC-AU-75-23**Privacy Act:** Not applicable.

Description: Information prepared by Army departmental staffs, agency headquarters, or task force elements responsible for directing the activities of field units engaged in quelling civil disturbances and riots. Included are directives, messages, movement summaries, lists of participating units, operation and fragmentary orders, situation reports, intelligence reports, intelligence summaries, logistics reports, personnel status reports, operation cost reports, journals, photographs, map overlays, and related information.

Note: Housekeeping-type records and routine operational records not directly related to the mission should be maintained and disposed of separately. Examples of housekeeping-type records are office personnel records, contracts, purchase orders, bills of lading, transportation requests, meal tickets, and individual medical records.

Disposition: Permanent.**FN:** 500-50b**Title:** Civil disturbance reports**Authority:** NC-AU-75-23**Privacy Act:** Not applicable.

Description: Information prepared by Army departmental staffs, agency headquarters, or task force elements engaged in quelling civil disturbances. Included are after-action reports and historical summaries.

Disposition: Permanent.**B-61. File category 525: Military operations***a. Prescribing directives.*

- (1) AR 525-1, Department of the Army Command and Control System.
 (2) AR 525-22, Electronic Warfare (EW) Policy.
 (3) TM 31-200-1, Warfare Devices and Techniques/Unconventional References.

b. Description. These records concern DA Command and Control System and other requirements for combat operational information, activities and functions in support of military operations, resources and equipment used, lessons learned, search and rescue operations, strategic and tactical planning. They include use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives. See table B-71.

Note. The command reporting files and unconventional warfare (UW) planning files described below in FNs 525a, and 525b through 525f, respectively, are prescribed by the FORSCOM Mobilization and Deployment Planning System and TM31-200-1, respectively. However, for consistency of numbering within MARKS, they are identified here with the related 525 series of publications on military operations.

Table B-71**File category 525: Military operations****FN:** 525**Title:** General military operations correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other

Table B-71**File category 525: Military operations—Continued**

information relating to military operations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to military operations that are received for information only, on which no action is required. These include cards, listings, indexes, other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 525a**Title:** Command reports**Authority:** NC1-AU-82-11**Privacy Act:** Not applicable.

Description: Command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, and copies of maps, directives, overlays, sketches, or photographs supporting the reports. Command reporting files accumulated by the Office of the Chief of Staff include Chief of Staff Weekly Summary Articles.

Disposition:

a. Agencies not converting the data to microform:

(1) Office having Army-wide staff responsibility: Permanent.

(2) Units in a combat environment or designated as combat support elements: Permanent.

(3) Other offices: Destroy after 2 years.

b. Agencies converting the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 525b**Title:** UW planning files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.

Description: Information relating to the development of the UW part of war plans. These files relate to the use of such techniques as guerrilla warfare and internal resistance in hostile areas. They also form a part of, or are preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, and similar information.

Disposition: Permanent. PIF on finalization of related plans and cut off at the end of that year.**FN:** 525c**Title:** UW research studies**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.

Description: Documents produced from data and information in source materials relating to UW subjects. Included are studies, monographs, and similar information.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.**FN:** 525d**Title:** UW sources**Authority:** NC1-AU-75-24**Privacy Act:** Not applicable.

Description: Source materials of research data collected for use in the production of studies on UW.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.**FN:** 525e

Table B-71**File category 525: Military operations—Continued**

Title: UW materiel research files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Materiel research information in support of UW projects, includes information relating to the formulation of requirements for new projects, the review of projects, and similar subjects.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525f**Title:** UW nonmateriel research files**Authority:** NC-AU-75-24**Privacy Act:** Not applicable.**Description:** Research program information involving experimentation and testing of methods and techniques of UW. Included are statements of research tasks, modifications of research tasks, and completed studies or evaluations.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 525g**Title:** Psychological operations plans**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information on the development of the psychological operations part of war plans. This information relates to the use of such techniques as propaganda, and political, military, economic, and ideological actions planned and conducted to create in neutral or foreign friendly groups the emotions, attitudes, or behavior to support the achievement of national objectives. It also forms a part of, or is a preliminary to, the development of the operational parts of war plans. Included are estimates, annexes, directives, or similar information.**Disposition:** Permanent. PIF on finalization of related plans and cut off at the end of that year.

FN: 525h**Title:** Psychological operations research studies**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Documents produced from data in source materials relating to psychological operations subjects. Included are studies, monographs, and similar information.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525i**Title:** Psychological operations sources**Authority:** NC1-AU-75-39**Privacy Act:** Not applicable.**Description:** Information containing source material of research data collected for use in the production of studies on psychological operations.**Disposition:** Destroy when superseded or when no longer needed for reference, whichever is first.

FN: 525j**Title:** Psychological operations materiel research files**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to materiel research accomplished in support of psychological operations projects.**Disposition:** Permanent. PIF when no longer required for current operations and cut off at the end of that year.

FN: 525k**Title:** Psychological operations nonmateriel research files**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to research programs involving the experimentation and testing of methods and techniques of psychological operations. Included are statements of research tasks, modification of research tasks, and completed studies or evaluations.**Disposition:** Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

FN: 525m

Table B-71**File category 525: Military operations—Continued**

Title: Psychological operations information**Authority:** NC1-AU-78-39**Privacy Act:** Not applicable.**Description:** Information relating to the development and distribution of informational materials. These materials are designed to influence the opinions, emotions, attitude, and behavior of enemy, neutral, or friendly groups to support the achievement of national objectives. Included are flyers, posters, leaflets, and similar information produced from source data, and related requests for publication and distribution.**Disposition:** Destroy after 2 years, except that representative samples, especially any of unique significance illustrating psychological warfare techniques, are permanent.

FN: 525n**Title:** Operations planning files**Authority:** NC-AU-75-19**Privacy Act:** Not applicable.**Description:** Information relating to the preparation, coordination, and approval of operational war, campaign, defense, and other comparable plans which are applicable to or involve the resources and mission of the overall department, agency, command, installation, activity, or unit. These files do not relate to plans described elsewhere in this regulation or to plans confined to specific functional areas which are not a segment of, or an annex to, the overall plan. Included are copies of the approved plans, comments, recommendations, contributions, approvals, and disapprovals regarding the plans, and other directly related information.**Disposition:**

- a. Office responsible for preparation of plan: Permanent. PIF on supersession or obsolescence and cut off at the end of that year.
- b. Other offices: Destroy copies of plans on supersession or obsolescence, and destroy other information after 2 years.

FN: 525p**Title:** Operating procedures files**Authority:** NC1-AU-78-128**Privacy Act:** Not applicable.**Description:** Information relating to the establishment of and changes in such matters as operating procedures and production methods (but not combat operation planning) and associated standing operating procedures thereto. Included are studies, coordinating actions, copies of standing operating procedures and administrative procedures manuals, and similar information.**Disposition:**

- a. Office responsible for preparation: Permanent. PIF on supersession or rescission of the entire manual or procedure and cut off at the end of that year.
- b. Other offices: Destroy after 21 years or on supersession or obsolescence, as applicable.

FN: 525-1a**Title:** Joint planning comments**Authority:** NC1-AU-78-48**Privacy Act:** Not applicable.**Description:** DA documents related to commenting on, establishing the Army view on, or providing input for joint plans, other service plans, and operational and contingency plans of unified and specified commands. Included are comments, input data, copies of draft plans, and related information.**Disposition:**

- a. DA offices responsible for establishing the coordinated Army view: Permanent.
- b. Other offices: Destroy after 2 years.

FN: 525-22a**Title:** Operational nonmanagement reports**Authority:** NC1-AU-78-81**Privacy Act:** Not applicable.**Description:** Information consisting of reports on the actual, operational activities rather than the management of operational activities which are described in FN 381-3b. These files include reports received from subordinate units and retained copies of reports submitted to higher commands. Reports include SIGINT collection, traffic analyses, and translations, TAREX periodic or special reports including technical interrogations, information summaries, specific intelligence requirements reporting and source availability reporting, and electronic warfare reports on manipulative or imitative experiment, jamming, cover

Table B-71**File category 525: Military operations—Continued**

and deception, and profile studies, and other intelligence reporting files including NSA formal reports, technical notes, exchange letters and working aids distributed to units actually engaged in performance of a specific mission, and audiovisual products under the guidelines of USSID 117 (SI).

Disposition:

a. SIGINT project wrap-up, special research or technical study reports, EW reports, and other operational reports:

(1) Major and intermediate command headquarters: Permanent.

(2) Other offices: Destroy EW reports after 1 year, and other reports after 2 years.

b. TAREX-IR, TSIS, TSAR, and TEL reports:

(1) HQ INSCOM: Permanent.

(2) Other offices: Destroy when no longer needed for reference.

c. NSA reports: Destroy after 1 year. Cut off monthly.

d. Community reports: Destroy after 1 year. Cut off yearly.

e. Informal reports, technical notes, exchange letters, and working aids: Destroy when no longer needed for reference.

B-62. File category 530: Operations and signal security

a. *Prescribing directives.*

(1) AR 530-1, Operations Security (OPSEC).

(2) AR 530-4, (C) Control of Compromising Emanations (U).

b. *Description.* These records concern the policies, responsibilities, and procedures for operations security, communications security, control of compromising emanations, and related matters. See table B-72.

Table B-72**File category 530: Operations and signal security**

FN: 530

Title: General operations and signal security correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to operations and signal security which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to operations and signal security that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 530-1a

Title: Operations security

Authority: NC1-AU-77-114

Privacy Act: Not applicable.

Description: Information relating to the establishment of and changes to such matters as operating procedures, production methods, RDTE activities, training, and other military activities in both war and peacetime for the purpose of protecting or concealing information from hostile

Table B-72**File category 530: Operations and signal security—Continued**

intelligence collection efforts. Included are studies, coordinating actions, copies of SOPs, and similar information.

Disposition:

a. Office responsible for preparation: Permanent. PIF when superseded or obsolete and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

FN: 530-2a

Title: Signal security management files (Rescinded, use FN 380-40b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 530-4a

Title: Signal security management files (Rescinded; use FN 380-40b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

B-63. File category 550: Foreign countries and nationals

a. *Prescribing directives.* AR 550-51, Authority and Responsibility for Negotiating, Concluding, Forwarding, and Depositing of International Agreements.

b. *Description.* These records concern responsibilities and procedures for the negotiation, conclusion, forwarding, and depositing of international agreements. See table B-73.

Table B-73**File category 550: Foreign countries and nationals**

FN: 550

Title: General foreign countries and nationals correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to emergency employment of Army and other resources which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to emergency employment of Army and other resources that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 550-2a

Title: Foreign national tours (Rescinded; use FN 380-10h.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 550-51a

Title: International treaties

Authority: NC1-AU-78-38

Privacy Act: Not applicable.

Description: Information resulting from the drafting of military treaties, international agreements, or other instruments which have international military, military-economic, or military-political implications. These files

Table B-73**File category 550: Foreign countries and nationals—Continued**

also include information reflecting military considerations in the relationship of the United States to the United Nations.

Disposition: Permanent. PIF on termination and cut off at the end of that year.

FN: 550-51b

Title: Overseas base rights

Authority: NC-AU-75-24

Privacy Act: Not applicable.

Description: Information relating to the determination of the requirements for military base rights in foreign countries and the Army's participation in negotiations leading to agreements for the acquisition of base rights. Included are communications and staff studies concerning overseas base rights requirements, proposed agreements, and related information.

Disposition: Permanent. PIF when no longer required for current operations and cut off at the end of that year.

B-64. File category 570: Manpower and equipment control*a. Prescribing directives.*

(1) AR 570-2, Manpower Requirements Criteria (MARC)—Tables of Organization and Equipment.

(2) AR 570-4, Manpower Management.

(3) AR 570-5, Manpower Staffing Standards System.

(4) ER 570-2-1, Manpower and Equipment Control Civil Works Activities.

b. Description. These records concern criteria for authorizing, allocating, utilizing, and programming for military and civilian workforce and equipment. These includes criteria for establishment of workforce and equipment requirements in Army authorization documents. Procedures for preparation and recording of authorization documents will be numbered in the 310 series. See table B-74.

Table B-74**File category 570: Manpower and equipment control**

FN: 570

Title: General manpower and equipment control correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information, general recommendations, and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to workforce and equipment control which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to workforce and equipment control that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 570-1a

Title: Commissioned officer aviation position criteria (Rescinded; use FN 570-4h.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

Table B-74**File category 570: Manpower and equipment control—Continued**

FN: 570-2a

Title: TDA, CTA, and TAADS files (Rescinded; use FN 310-49b.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-2b

Title: Manpower requirements criteria development files

Authority: NC1-AU-85-78

Privacy Act: Not applicable.

Description: Information reflecting the development of workforce requirements for combat support and combat service support positions under TOEs. Included are study schedules, program reports, data collection, final workforce requirements criteria studies, associated correspondence and printouts, and similar information.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy when standards are finalized.

FN: 570-2-1a

Title: Operation and maintenance correspondence

Authority: NC1-AU-78-6

Privacy Act: Not applicable.

Description: Documents on the overall operation and maintenance of civil works projects, but exclusive of specific files described herein.

Disposition:

a. OCE: Permanent.

b. Field offices: Destroy after 6 years.

FN: 570-3a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3c

Title: Activation and status changes (Rescinded; use FN 570-4i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-3d

Title: Manpower reports (Rescinded; use FN 570-4j.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 570-4a

Title: Manpower surveys

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information about on-site and other appraisals of workforce requirements. Included are schedules, personnel inventory and appraisal reports, comments, justifications, final workforce surveys, and similar information.

Disposition:

a. Schedules: Destroy after 1 year.

b. Other information: Destroy upon implementation of next workforce survey or implementation of other staffing standards.

FN: 570-4b

Title: Manpower staffing standards (Rescinded; use FN 570-5a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-74
File category 570: Manpower and equipment control—Continued

Disposition: Not applicable.

FN: 570-4c

Title: Manpower authorizations

Authority: NN-173-134

Privacy Act: Not applicable.

Description: Information and supporting documents reflecting workforce spaces allocated to successive echelons of command. Included are manning levels; program budget guidance; out-of-cycle requests, and other instructions which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments of the Army.

Disposition:

- a. Office responsible for Army-wide allocation: Destroy after 10 years.
 - b. Other offices: Destroy when no longer needed for current operations.
-

FN: 570-4d

Title: Manpower statistical data

Authority: NC1-AU-85-76

Privacy Act: Not applicable.

Description: Information used to provide a source of statistical data for use in manpower analysis and evaluation efforts such as utilization reviews, workforce justifications, or analyzing current or projected workforce requirements and allocating workforce spaces. Included are strength data by occupational specialty, grade, or rank, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 570-4e

Title: Manpower force documentation

Authority: NC1-AU-78-41

Privacy Act: Not applicable.

Description: Information relating to the establishment of, or change in, the active Army, Reserve components, and the civilian workforce; the authorized strength of each; and workforce objectives. Included are printouts, correspondence, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
 - b. Other offices: Destroy after 3 years.
-

FN: 570-4f

Title: Manpower structure

Authority: NC1-AU-78-41

Privacy Act: Not applicable.

Description: Information on formulating authorizations or limitations on Army strength by position identity, rank or grade, specialty codes, or special category. Included are printouts, correspondence, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
 - b. Other offices: Destroy after 3 years.
-

FN: 570-4g

Title: Manpower resource data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information used as a basis for workforce planning and programming or estimating immediate or future workforce resource needs. Included are studies; statistics on population by age groups, educational level, and sex; data related to workforce projection, and similar information.

Disposition: Destroy when no longer needed for current operations.

FN: 570-4h

Title: Commissioned officer aviation position criteria

Authority: NC1-AU-85-79

Privacy Act: Not applicable.

Description: Information relating to aviation position requests. Included are command's operational request correspondence, temporary requests, limited duty requests, printouts, and similar information.

Disposition:

- a. Destroy requests after 3 years.
 - b. Destroy printouts after 90 days.
-

FN: 570-4i

Title: Activation and status changes

Table B-74
File category 570: Manpower and equipment control—Continued

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Information related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing change in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and related information.

Disposition:

- a. Offices of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of the related unit, as applicable. Hold 1 year in CFA and then retire.
 - b. Other offices: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.
-

FN: 570-4j

Title: Manpower reports

Authority: NC1-AU-85-77

Privacy Act: Not applicable.

Description: Information and feeder reports used to report workforce actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.

Disposition:

- a. Offices of the Army Staff:
 - (1) Year-end reports: Destroy after 15 years.
 - (2) Other reports: Destroy after 2 years.
 - b. Other offices: Destroy after 2 years.
-

FN: 570-5a

Title: Manpower staffing standards development

Authority: NC1-AU-85-75

Privacy Act: Not applicable.

Description: Information reflecting the development and issuance of workforce staffing standards and providing guidance in applying these yardsticks for measuring personnel requirements. Included are final workforce staffing standards system reports; study development plans; measurement plans and reports; copies of workforce surveys, command-type letters, messages, and staffing guides; coordinating actions; interpretations; and similar information.

Disposition:

- a. Offices having Army-wide or MACOM-unique responsibility: Destroy when no longer needed for current operations.
 - b. MACOM lead teams: Destroy when standard is superseded.
 - c. Other offices (input teams): Destroy 2 years after completion of related study.
-

B-65. File category 600: Personnel—general

a. Prescribing directives.

- (1) AR 600-8, Military Personnel Management.
- (2) AR 600-8-1, Army Casualty and Memorial Affairs and Line of Duty Investigations.
- (3) AR 600-8-2, Suspension of Favorable Personnel Actions(Flags).
- (4) AR 600-8-3, Unit Postal Operations.
- (5) AR 600-9, The Army Weight Control Program.
- (6) AR 600-20, Army Command Policy.
- (7) AR 600-25, Salutes, Honors, and Visits of Courtesy.
- (8) AR 600-37, Unfavorable Information.
- (9) AR 600-38, Meal Card Management System.
- (10) AR 600-46, Attitude and Opinion Survey Program.
- (11) AR 600-50, Standards of Conduct for Department of the Army Personnel.
- (12) AR 600-55, Motor Vehicle Driver Selection, Testing, and Licensing.
- (13) AR 600-61, The Personnel Management Assistance System.
- (14) AR 600-85, Alcohol and Drug Abuse Prevention and Control Program.
- (15) AR 600-200, Enlisted Personnel Management System.

(16) AR 600–290, Passports and Visas.

(17) DA Pam 600–8–series, Military Personnel Management and Administrative Procedures.

(18) DA Pam 600–19, Quality of Life Minimum Standards.

b. *Description.* These records concern subjects pertaining to military and civilian personnel not specifically provided for in other 600series, or which contain procedures pertaining to more than one series. Generally, internal office personnel information relating strictly to military personnel is identified below with a FN 600 series, information on civilian personnel within an office is identified with a FN 690 series. Current FNs in the 600 category are listed in table B–75. Rescinded FNs in the 600 category are listed in table B–76.

Table B–75**File category 600: Personnel—general**

FN: 600

Title: General personnel correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to personnel that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 600f

Title: World-wide locator

Authority: NC1–AU–82–23

Privacy Act: A0001DAPE

Description: These records consist of quarterly computer output microforms (COM) sets indicating assignment and location of each member of the Active Army. This information is produced by U.S. Army Military Personnel Center for short- and long-term reference requirements of the Army. Included are quarterly COM sets of the worldwide locator.

Disposition:

a. Original microforms, and one diazo or vesicular copy: Retire annually to WNRC. Destroy after 75 years.

b. Other copies: Destroy when no longer needed for current operations.

FN: 600g

Title: Personnel management studies

Authority: NC1–AU–85–61

Privacy Act: Not applicable.

Description: Information reflecting the analyses and development of personnel management concepts, standards, and systems. Included are feasibility studies, survey reports, analyses, evaluations, determinations, and related information.

Disposition:

a. Offices performing Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

FN: 600h

Title: Military personnel trends

Authority: NC1–AU–78–63

Privacy Act: Not applicable.

Description: Documents reflecting trends in personnel strength, reenlistments, separations, distribution, efficiency reporting, promotions,

Table B–75**File category 600: Personnel—general—Continued**

and similar actions. Included are copies of reports reflecting personnel data about years of service, overall strengths, totals in MOS and grade, reenlistments and separations, average scores, Selection Board actions, eligibility for additional pay, temporary promotion eligibility, DA appointments, efficiency reporting, Army aviators in flight status, and similar personnel data.

Disposition:

a. Summarized trend reports and studies prepared in Office of the Deputy Chief of Staff for Personnel (ODCSPE): Permanent. PIF when no longer required for current operations and cut off at the end of that year.

b. Copies of reports from which summaries and studies are prepared: Destroy after 10 years.

FN: 600i

Title: Military personnel auxiliary files

Authority: NN–166–204

Privacy Act: AO001bTAPC

Description: Documents maintained by HQDA, action offices, which concern the military service of the individual. Included in the file for each individual are forms, letters, and related documents.

Disposition: Destroy after 1 year.

FN: 600k

Title: Environmental support group case files

Authority: N1–AU–88–01

Privacy Act: AO001bTAPC

Description: Case files generated in response to requests for information submitted by the VA regional offices, private veterans organizations, and individual veterans. Requests are usually for tour of duty information to support a medical claim. Requests submitted by the VA usually include VA Form 21–4138 (Statement of Claim), and psychiatric reports. Responses generated by Environmental Support Group (ESG) usually include a cover letter summarizing findings and electrostatic copies of relevant documents, such as morning reports and unit histories.

Disposition: Destroy after 10 years. Cut off after 1 year and retire to a FRC.

FN: 600m

Title: battalion tracking study

Authority: N1–AU–88–04

Privacy Act: AO001bTAPC

Description: Study tracks daily location of U.S. Army battalions, down to the company level, in Vietnam. Study supports Center for Disease Control (CDC) requirements to research, abstract, and maintain in automated format for CDC information from military records relating to potential exposure of U.S. Army personnel to herbicide spray.

Disposition:

a. Master file and historical data tapes: Permanent. Record dates: 1984–1987. Transfer a copy to National Archives immediately.

b. Input data tapes and paper records:

(1) Hard copy battalion tracking records without corresponding ADP tapes: Permanent. Record dates: 1984–1987. Transfer to National Archives with master file tapes.

(2) All other paper records and input data tapes: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.

c. Output data and reports: Destroy when no longer needed by the agency.

FN: 600n

Title: Vietnam experience/Agent Orange study

Authority: NN–AU–88–04

Privacy Act: AO001bTAPC

Description: Study tracks location of 23,000 U.S. Army military personnel in Vietnam. Study supports requirements by Congress and CDC to research, abstract, and maintain information for CDC from U.S. military records.

Disposition:

a. Master file and historical data tapes: Permanent. Record dates: 1984–1987. Transfer a copy to National Archives immediately.

b. Input data tapes and paper records: Destroy after 5 years, or when no longer needed by agency, whichever is sooner.

c. Output data and reports: Destroy when no longer needed by the agency.

Table B-75**File category 600: Personnel—general—Continued**

d. Systems documentation: Permanent. Record dates: 1984–1987. Transfer a copy to National Archives with master file transfer.

FN: 600–8a

Title: Individual personnel changes

Authority: NC1–AU–80–41

Privacy Act: AO600–8bTAPC

Description: Documents prepared for reporting a change to and updating the data processing activity file. Included are punched cards, DA Forms 3815, and related information.

Disposition: Dispose of in CFA in accordance with DA Pam600–8–series.

FN: 600–8b

Title: Personnel information system reports

Authority: NC1–AU–80–41

Privacy Act: A0600–8bTAPC and A0600–8DARP

Description: Computer generated reports pertaining to strength accounting, organizational and personnel recordkeeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager, and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C–27).

Disposition: Dispose of in CFA in accordance with DA Pam600–8–series.

FN: 600–8c

Title: Personnel strength zero balance reports

Authority: N1–AU–91–1

Privacy Act: A0600–8bTAPC and A0600–8DAPE

Description: This report (SIDPERS C–27) is a product of the SIDPERS. It replaced the Morning Report which was phased out beginning in 1973. SIDPERS is an integral part of the Army's Personnel Information System. The two major functions of the C–27 Report are for strength accounting and to correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C–27 Report will be maintained and retired under this FN after "reconciliation" by the unit.

Disposition:

a. Personnel Automation Section: The C–27, P01 reports, and monthly certification will be cut off annually or when the reported unit or activity is reduced to zero strength; held 1 year in RHA (or CFA if no RHA is available); and retired to the NPRC with the next regular shipment. Destroy 75 years after cutoff.

b. All other offices: Unit: Destroy after receipt of next copy. Battalion S1 or equivalent: Destroy after 1 year.

FN: 600–8e

Title: Transmittal letters

Authority: GRS 23, Item 4b

Privacy Act: Not applicable.

Description: Information used as control instruments in the transmission to USAFAC and acknowledgment of receipt by USAFAC of original vouchers, substantiating JUMPS pay documents and schedules, allotment forms, and other information that supports, substantiates, or otherwise affects a person's pay.

Disposition:

a. JUMPS Active Army: Destroy after 60 days.

b. JUMPS-RC (ARNG/USAR): Destroy after 6 months.

FN: 600–8f

Title: Separation statistics

Authority: NN–166–204

Privacy Act: Not applicable.

Description: Information reflecting statistical data on Army separations (including retirements). Included are listings, printouts, message reports (such as MILPC–5), and similar information.

Disposition:

a. Office with Army-wide responsibility: Destroy in CFA after 20 years.

b. Other offices: Destroy after 2 years.

FN: 600–8g

Title: Personnel control facilities

Authority: NC1–AU–77–142

Privacy Act: Not applicable.

Description: Documents gathered at DA and major command

Table B-75**File category 600: Personnel—general—Continued**

headquarters on the operations of personnel control facilities from their establishment until their closure. Included are evaluations, statistical reports, feasibility studies to determine establishment or closure, and related information.

Disposition:

a. HQDA: Permanent.

b. Major command headquarters: Destroy 15 years after close of personnel control facility.

FN: 600–8–1a

Title: Casualty cases

Authority: To be determined.

Privacy Act: A0600–8–1cTAPC

Description: Documents relating to individual casualties. They are accumulated by casualty reporting activities and by the HQDA office which has staff responsibility for processing casualties. Included are copies of casualty reports and messages, notifications to next-of-kin, and related information.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600–8–1b

Title: Casualty evidence

Authority: To be determined.

Privacy Act: A0600–8–1cTAPC

Description: Documents related to missing persons boards and boards of inquest, and documents reflecting the status or possible information concerning casualties. Included are reports and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600–8–1c

Title: Casualty compilations

Authority: II–NN–3357

Privacy Act: A0600–8–1cTAPC

Description: Documents which summarize or extract specific information from the casualty statistical data card files. Included are listings, print-outs, and related documents.

Disposition:

a. Office performing Army-wide responsibility: Permanent.

b. Other offices: Destroy when no longer needed for reference.

FN: 600–8–1d

Title: Casualty statistics

Authority: II–NN–3357

Privacy Act: Not applicable.

Description: Documents related to the casualty reporting system, which provide the source for casualty compilations. Included are punched cards and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600–8–1e

Title: Emergency data

Authority: To be determined.

Privacy Act: A0600–8–1aTAPC

Description: Documents executed by military personnel which provide essential emergency information, such as next-of-kin, designation of person to be notified in case of emergency, and individuals entitled to survivor benefits. Included are forms, letters, and related documents.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600–8–1f

Title: Individual U.S. PW/CI/detainee files

Authority: NC1–AU–82–25

Privacy Act: A0600–8–1cTAPC

Description: Documents on the internment and treatment of individual U.S. prisoner of war (PW), civilian internee (CI), or detainee by foreign powers. Included are—

a. Personnel jackets containing reports of injury, escape, apprehension, location, punishment, and death.

b. Records of impounded personal effects and U.S. currency.

c. Related records on individual U.S. PW/CI/detainee.

Note: These files are kept by the U.S. Prisoner of War Information Center and U.S. Prisoner of War Information Center Branch.

Table B-75**File category 600: Personnel—general—Continued**

Disposition: After notice of death, or return to U.S. Government control, files of PWs, CIs, and detainees employed by the U.S. Government will be sent to the custodian of the person's official personnel folder.

FN: 600-8-1g

Title: U.S. PW/CI/detainee rosters

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Documents identifying PWs, CIs, and detainees captured or interned by, or in custody of, foreign powers. Included are master machine printouts, master punch cards, and master magnetic tapes.

Disposition: Permanent.

FN: 600-8-1h

Title: U.S. PW/CI/detainee status inquiries

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Inquiries requesting information on the status of U.S. PWs, CIs, and detainees. Inquiries are received from next-of-kin, Government agencies, the Protecting Powers, International Committee of the Red Cross, and other interested agencies.

Disposition: Permanent.

FN: 600-8-1i

Title: U.S. PW/MIA/detainee intelligence

Authority: NC1-AU-82-25

Privacy Act: A0600-8-1cTAPC

Description: Documents relating to and containing information about DA personnel who have been designated Missing in Action (MIA) or recovered from hostile control and debriefed for intelligence or counterintelligence information. Included are reports and related documents.

Disposition: Permanent.

FN: 600-8-1j

Title: Line of duty files

Authority: NN-166-204

Privacy Act: A0600-8-1bTAPC

Description: Documents related to determining line of duty status and investigating incidents concerning individual members of the Army requiring line of duty determination. Included are statements of medical examination and duty status, reports of investigation, line of duty and misconduct status, notifications of findings, and similar information.

Disposition: Destroy after 5 years.

FN: 600-8-1k

Title: Personal effects cases

Authority: II-NNA-977

Privacy Act: A0600-8-1cTAPC

Description: Documents relating to the receipt, inventory, and disposition of the personal effects of an individual and of Government property which was in his or her possession, and of lost or unclaimed baggage of an individual or groups of individuals. Included are inventories of effects, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets, shipping lists, indexes, and related information.

Disposition: Destroy 2 years after disposition of effects. However, when connected with casualties from armed conflict, destroy 2 years after cessation of the conflict, or destroy 2 years after disposition of effects, whichever is later.

FN: 600-8-1m

Title: Individual deceased personnel files

Authority: NC1-AU-82-10

Privacy Act: Not applicable.

Description: Information on caring for the remains of decedents, relating to death, recovery or nonrecovery, identification or nonidentification, preparation and disposition, funeral arrangements, burial locations, military honors, contacts with next-of-kin, and similar information. Although mostly related to military personnel, this description includes similar information created by the Army as a result of handling any phase of the disposition of remains of dependents, civilian employees, or other persons.

Disposition:

a. Office performing Army-wide responsibility: Destroy after 75 years.

b. Temporary overseas cemeteries: Retain in CFA at installation until

Table B-75**File category 600: Personnel—general—Continued**

discontinuance. Upon discontinuance of installation, forward to the Commander, U.S. Total Army Personnel Command, Casualty and Memorial Affairs Operations Center (TAPC-PE) who will destroy when no longer needed for current operations.

c. Other offices: Destroy after 5 years.

FN: 600-8-1n

Title: Cemetery interment files

Authority: NC1-81-25

Privacy Act: Not applicable

Description: Information relating to the permanent interment of a decedent. Included are cemetery retained copies of DA Form 2122 (Record of Interment), transit permit, headstone data, agreement for burial, if applicable, information containing pertinent data concerning each decedent, and similar information.

Disposition: Destroy when no longer needed for current operations. Keep in CFA.

FN: 600-8-2a

Title: Personnel action suspense reports

Authority: N1-AU-89-18

Privacy Act: AO640-10aTAPC

Description: Information on suspension of favorable personnel actions under AR 600-8-2. This information is maintained by the custodian of the DA Form 201 (Military Personnel Records Jacket) but in a separate, restricted access file and consists of DA Form 268 (Report of Suspension of Favorable Personnel Actions), related correspondence, references, sources of control, and similar information. Consult AR 600-8-2 for specific maintenance instructions.

Disposition:

a. DA Form 268: Destroy 1 year after close of case.

b. Other information: Destroy 90 days after close of case.

FN: 600-8-2b

Title: Flagging system management

Authority: N1-AU-89-17

Privacy Act: AO640-8bTAPC and AO640-10aTAPC

Description: Documents accumulated in a separate restricted access area of the flagged records work center pertaining to the management of the flagging system. Included are SIDPERS reports AAC-C03, Weekly Report of AWOL's By Name, and AAC-C95, Suspension of Favorable Personnel Actions Roster, DA Forms 3813, SIDPERS Control Data — Personnel/Organization Change, copies of DA Form 268, and related documents.

Disposition: Destroy 1 month after completion of reviews and actions.

FN: 600-8-3a

Title: Postal personnel designations

Authority: NC1-AU-77-166

Privacy Act: A065TAPC

Description: Information designating military postal clerks, custodians of postal effects (COPEs), unit mail clerks, and official mail control officers. Included are copies of designating and relieving special orders, oaths of office and appointment affidavits, and related information.

Disposition: Destroy 2 years after termination of designation.

FN: 600-8-3b

Title: Postal losses and shortages

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the recording, reporting, and investigation of losses and shortages of postage stamps, stamped paper, and funds derived from their sale, losses or shortages of money order forms or funds, and losses or destruction of mail, including delay, accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are radio reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related information.

Disposition:

a. Office performing Army-wide responsibility: Destroy 3 years after completion of the investigation.

b. Other offices and TOE units: Destroy 1 year after completion of the investigation.

FN: 600-8-3c

Table B-75**File category 600: Personnel—general—Continued****Title:** Postal activity inspections and audits**Authority:** II-NNA-1028**Privacy Act:** Not applicable.**Description:** Information relating to the inspection and audit of military post offices, unit mail rooms, and other locations preparing official mail. Included are reports, inspection checklists, and related information.**Disposition:**

a. Military post office: Destroy after 2 years.

b. Unit mailroom: Destroy after 1 year.

FN: 600-8-3d**Title:** Postal directory sources**Authority:** NN-166-204**Privacy Act:** AO065TAPC and AO001DAPE**Description:** Information used in the preparation and maintenance of postal directory cards. Included are copies of orders, memorandums, admission and disposition sheets, and similar information.**Disposition:** Destroy on accomplishment of the necessary posting to the locator cards.**FN:** 600-8-3e**Title:** Postal directories**Authority:** NC1-77-173**Privacy Act:** AO065TAPC and AO001DAPE**Description:** Information used in maintaining a locator system to facilitate the delivery of mail to individuals.**Disposition:**

a. Destroy information on permanent party personnel 1 year after departure of the individual.

b. Destroy information on other personnel 3 months after departure of the individual.

FN: 600-8-3f**Title:** Standing delivery orders**Authority:** NN-166-204**Privacy Act:** AO065DAPC**Description:** Information used by individuals to authorize representatives to pick up their mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.**Disposition:** Destroy 3 years after termination of designation or issuance of revised standing delivery order.**FN:** 600-8-3g**Title:** Post office accountable mail receipts**Authority:** NC1-AU-79-63**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail. Included are DD Form 434 (Record of Accountable Mail), POD Form 3883 (Firm Delivery Book Record Registered, Certified, and Numbered Insured), and POD Form 3877 (Firm Mailing Book).**Disposition:** Destroy after 2 years.**FN:** 600-8-3h**Title:** Mail call and hours of collection files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DD 1115 (Mail Call) and DD Form 1116 (Hours of Collection) or comparable forms.**Disposition:** Destroy when obsolete or when they served their purpose.**FN:** 600-8-3i**Title:** Unit mail clerk's receipts**Authority:** NN-166-204**Privacy Act:** AO65TAPC**Description:** Information used by unit mail clerks to receipt for funds for money orders, stamps, and stamp paper when it is impracticable for individuals personally to make purchases. Included are unit mail clerk's receipts for funds and purchase record forms.**Disposition:** Destroy after 2 years.**FN:** 600-8-3j**Title:** Postal lockbox assignments**Authority:** NN-166-204**Privacy Act:** AO065TAPC**Table B-75****File category 600: Personnel—general—Continued****Description:** Information used to record the assignment of individually assigned postal lockboxes. Place in inactive file upon termination of assignment.**Disposition:** Destroy upon reassignment of lockbox.**FN:** 600-8-3k**Title:** Mail distribution schemes**Authority:** NC1-AU-78-97**Privacy Act:** Not applicable.**Description:** Mail distribution schemes and data listing Army post offices which serve units and organizations.**Disposition:**

a. Publishing headquarters: Destroy in CFA 5 years after supersession or obsolescence.

b. Postal activities: Destroy on receipt of revised distributing data.

FN: 600-8-3m**Title:** Mail routing guides**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar information used as mail routing guides.**Disposition:** Destroy on supersession or obsolescence, except that background information relating to the guide will be destroyed after 2 years.**FN:** 600-8-3n**Title:** Mail key controls**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Forms indicating the serial number of each rotary and latch key issued by COPEs to responsible individuals, date of receipts, current location, and signature of responsible individual.**Disposition:** Destroy after all keys listed have been returned to the Custodian of Postal Effects (COPE).**FN:** 600-8-3p**Title:** Delivery service controls**Authority:** GRS 12, Item 6a**Privacy Act:** Not applicable.**Description:** Records of receipt and routing of items delivered to unit mailrooms by private delivery companies.**Disposition:** Destroy after 1 year.**FN:** 600-8-3q**Title:** Postal activity reports**Authority:** NC1-AU-83-56**Privacy Act:** Not applicable.**Description:** Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System, Postal Activity Reporting System, and related information.**Disposition:**

a. Office performing Army-wide responsibility:

(1) MAMAS: Destroy after 3 years.

(2) PARS: Destroy after 2 years.

b. Other offices and TOE units: Destroy after 2 years.

FN: 600-8-3r**Title:** Foreign postal agreements**Authority:** NC1-AU-78-13**Privacy Act:** Not applicable.**Description:** Information relating to agreements with foreign governments concerning the establishment of military postal services, the conduct of military postal operations, receipt and dispatch of Expeditionary Force Messages (EFM), and other postal matters. Included are signed agreements, changes thereto, and related information.**Disposition:**

a. Office of overseas commands responsible for concluding the agreements: Permanent. Retire 2 years after termination of agreement.

b. Other offices: Destroy on termination of the agreement or on discontinuance, as applicable.

FN: 600-8-3s

Table B-75**File category 600: Personnel—general—Continued**

Title: APO establishment files**Authority:** NC1-AU-78-98**Privacy Act:** Not applicable.**Description:** Information reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices (APOs) and APO units. Included are requests for such action containing justification data and other information, notification of opening APOs, statements regarding APOs held in reserve, and related information.**Disposition:**

- a. Office performing Army-wide responsibility: Destroy 6 years after discontinuance of the APO.
- b. Other offices: Destroy 2 years after discontinuance of the APO or APO unit.

FN: 600-8-3t**Title:** Postal service authorizations**Authority:** NN-166-204**Privacy Act:** AO065TAPC**Description:** Information relating to authorization for nonentitled individuals or organizations to use Army postal services. Included are requests for authorization, approvals, disapprovals, and related information.**Disposition:** Destroy 1 year after disapproval, or 1 year after termination of authorization, as applicable.

FN: 600-8-3u**Title:** Mail carrier irregularity files**Authority:** GRS 12, Item 8**Privacy Act:** Not applicable.**Description:** Information reflecting carrier's irregularities in the handling, documenting, or routing of mail. Included are copies of reports of irregular handling of mail and related information.**Disposition:** Destroy in CFA after 3 years.

FN: 600-8-3v**Title:** Unit locator**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used by installation postal officers to maintain a current record of units at the installation and those inactivated, redesignated, or departed within the previous 2 years.**Disposition:** Destroy after 2 years.

FN: 600-8-3w (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 600-8-3x**Title:** Mail manifests**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to manifest mail shipments between postal activities.**Disposition:** Destroy after 2 years.

FN: 600-8-3y**Title:** EFM processing files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information accumulated by Army postal activities from processing EFM for delivery to the communications services. Included are forms reflecting exchange of EFM coupons between postal activities, records used to ensure issuance of coupons in numerical sequence, receipts for coupons and funds, periodic counts or verification of funds, and related papers and similar information accumulated as a result of local procedures.**Disposition:** Destroy after 2 years.

FN: 600-8-3z**Title:** Mail controls**Authority:** NN-166-204**Privacy Act:** Not applicable.

Table B-75**File category 600: Personnel—general—Continued**

Description: Information relating to the control of incoming and outgoing mail. Included are routine suspense slips, delivery receipts, and similar information.**Disposition:** Destroy after 3 months.

FN: 600-8-3aa**Title:** Accountable equipment files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information maintained by COPEs which are required to account for the receipt, control, repair and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related information.**Disposition:** Destroy on receipt of revised or updated accountable equipment records, or 6 months after reclassification from operating APO to mail-address-only APO, or on closing or discontinuance, whichever is first.

FN: 600-8-3bb**Title:** U.S. Postal Service accountable mail files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting the receipt and dispatch of registered, numbered insured, and certified mail by military postal activities. Included are POD Form 3883 (Firm Delivery Book Record—Registered, Certified, and Numbered Insured), POD Form 3805 (Window Registration Book), and POD Form 3877 (Firm Mailing Book). Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years under the direct supervision of the postal officer. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance of an operating APO, forward files to the accountable postmaster.

FN: 600-8-3cc**Title:** Money order account files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, issue, and payment of money orders. Included are requisitions, invoices, issuance control forms, money order business reports and supporting information, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on discontinuance or disbandment of the postal activity.**Disposition:** Overseas military post offices: Destroy after 2 years. On closing or discontinuance of APO financial units, forward financial unit files to parent APO. On reclassification from operating APO to mail-address-only APO, forward files to the operating APO responsible for the mail-address-only APO. On closing or discontinuance, forward COPE's consolidated files to the records holding area or overseas records center as appropriate, and destroy files maintained by or for APO financial units.

FN: 600-8-3dd**Title:** Postage stamp stock accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Records maintained by military postal activities which are required by the U.S. Postal Service to account for the receipt, control, and sale of stamps, stamp paper, and metered postage. Included are fixed credit receipts, stamp stock requisitions, records of receipt and issue, destruction certificates, records of collection through postage meter machines, and related information. Military postal activities stationed in CONUS: Transfer at the end of each year, as directed by the serving accountable postmaster, when required to relieve storage facilities, on redeployment, when the unit becomes accountable to another postmaster, or on discontinuance or disbandment of the postal activity.

Table B-75**File category 600: Personnel—general—Continued**

Disposition: Overseas military post office: Destroy after 2 years, except that fixed credit receipts will be delivered to the responsible individual when properly relieved of his or her fixed credit. On closing or discontinuance of APO financial units, forward files to parent APO. On reclassification from operating APO to mail address only APO, or on closing or discontinuance, forward files, including APO financial unit files, to the accountable postmaster.

FN: 600-9a**Title:** Weight controls**Authority:** NC1-AU-83-24**Privacy Act:** AO640-10aTAPC

Description: Documents accumulated at the unit level in administration of the Army weight control program. Included are requests for preliminary medical evaluation, results of examination by medical activity, notifications by commander to individual soldier and responses thereto, records of re-examination, certification by commander that individual has met requirements of the program, and similar information.

Disposition:

- a. File in MPRJ upon transfer or separation of the individual.
- b. File in MPRJ per AR 640-10 upon satisfactory completion of program by the individual.
- c. Retain in unit files as active during period that individual is in the program.

FN: 600-19a**Title:** Quality of life administrative files**Authority:** NC1-AU-85-15**Privacy Act:** Not applicable.

Description: Information accumulated at the installation office that overseas administration of the Quality of Life minimum standards outlined in DA Pam600-19. Included is oversight information on the minimum standard for each listed function, facility, or activity. Not included is detailed information on the operations and administration of each of the functions, facilities, or activities, such information will be filed under the appropriate MARKS number.

Disposition: Destroy when no longer needed for current operations.

FN: 600-20a**Title:** EO reports**Authority:** GRS 1, Item 25f**Privacy Act:** Not applicable.

Description: Information reflecting activities and conditions related to equal opportunity (EO) for military personnel. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices and TOE units: Destroy after 2 years.

FN: 600-20b**Title:** EO surveys**Authority:** GRS 1, Item 26d**Privacy Act:** Not applicable.

Description: Surveys on implementation and effectiveness of equal opportunity programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 7 years.
- b. Other offices and TOE units: Destroy after 2 years.

FN: 600-20c**Title:** EO complaint cases**Authority:** GRS 1, Item 25a**Privacy Act:** A0690-600SAMR

Description: Information reflecting complaints of personnel concerning EO. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 4 years after final resolution of case.
- b. Other offices and TOE units: Destroy 2 years after final resolution of case.

Table B-75**File category 600: Personnel—general—Continued**

FN: 600-25a**Title:** Funeral support reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Annual reports compiled to reflect funeral support rendered at the installation level. Included are reports indicating number of requests for funeral support received, number of honors provided, personnel costs and dollar costs, impact assessments on accomplishment of installation primary mission, and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
- b. Reporting installations: Destroy after 2 years.

FN: 600-25b**Title:** U.S. visitor files**Authority:** NN-166-204**Privacy Act:** AO001aTAPC

Description: Information accumulated in controlling, administering, and facilitating visits of U.S. personnel to Army installations. Included are requests to visit, information on social and billeting arrangements made and honors rendered, meetings and demonstrations scheduled and conducted, and similar information.

Disposition: Destroy after 2 years.

FN: 600-25c**Title:** Ceremonies**Authority:** NC1-AU-79-16**Privacy Act:** A0600-25MDW

Description: Information on conduct of ceremonies by the Army or on Army participation in ceremonies conducted by other organizations. Included are such ceremonies as retirements, funerals, reviews, honor guards, parades, displays, exhibits, fairs, observance of local and national holidays, and comparable activities. The files consist of copies of ceremonial and parade orders, drawings indicating formations or order of march, group instructions, request for Army participation or assistance, authorizations for troop participation, parachute jumps, equipment drops, participation in events of national or international nature, events that need coordination with other Services and Government agencies, and coordinating actions and related information.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) Historically important ceremonies: Permanent.
 - (2) Other ceremonies: Destroy after 5 years.
- b. Other offices: Destroy after 2 years or when no longer needed for current operations, whichever is later.

FN: 600-37a**Title:** Suitability evaluation boards**Authority:** NC1-AU-81-23**Privacy Act:** AO600-37aDAPE

Description: Documents related to the Department of the Army Suitability Evaluation Board at HQDA and suitability evaluation boards at the MACOM level. Included in each case file are applications, case summaries of board findings, conclusions and recommendations, advisory opinions to the Army Board for Correction of Military Records, and related information.

Disposition: Destroy after 20 years in CFA.

FN: 600-38a**Title:** Meal card management files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R (Meal Card Control Registers) meal card control logs, notifications of lost or stolen meal cards, and similar information.

Disposition:

- a. Active Army:
 - (1) Meal Card Control Registers and control logs: Destroy 1 year after filled or otherwise rendered inactive.
 - (2) Correspondence on lost or stolen meal cards: Destroy after 2 years.
 - (3) Other records: Destroy after 6 months.
- b. Reserve Components: Destroy after 1 year.

FN: 600-46a

Table B-75**File category 600: Personnel—general—Continued**

Title: Military personnel surveys**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable**Description:** Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
 - b. Summaries and conclusions of the surveys: Permanent.
 - c. Other files: Destroy when essential data have been extracted.
 - d. Reporting offices and TOE units: Destroy on completion of the survey.
-

FN: 600-47a**Title:** Defense related employment reports**Authority:** NN-172-206**Privacy Act:** OPM/GOVT1 and AO001DAPE**Description:** Information related to recording and reporting Defense related employment of former and retired military officers, certain civilian employees as defined in AR 600-47, and former civilian officers and employees of defense contractors presently employed by the U.S. Army. Included are DOD and Defense related employment reports, DD Form 1787 (Report of DOD and Defense Related Employment), listings of present or former employees of defense contractors, and similar information.**Disposition:**

- a. Office of the Adjutant General (OTAG): Destroy after 3 years.
 - b. Other offices: Destroy after 1 year.
-

FN: 600-50b**Title:** Employment and financial interest statements**Authority:** GRS 1, Item 24**Privacy Act:** OPM/GOVT-4**Description:** Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under AR 600-50. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related information.**Disposition:** Destroy 6 years after separation, retirement, reassignment, or death of the person. Destroy control lists when superseded or obsolete.

FN: 600-50c**Title:** Ethics in Government financial disclosure statements**Authority:** NC1-AU-79-76**Privacy Act:** OPM/GOVT-4**Description:** Information pertaining to individual DA employees required to file under the Ethics in Government Act of 1978, Public Law (PL) 95-521. Each file is maintained by employee name and includes SF 278 (Financial Disclosure Statement for Executive Branch Personnel); SF 278A (Financial Disclosure Statement); official position description; disqualification statements, if applicable; and similar information.**Disposition:**

- a. Records on individuals filing per section 201b, PL 95-521 and not subsequently confirmed by the U.S. Senate: Destroy 1 year after nominee ceased being under Senate consideration for appointment.
 - b. Other records: Destroy after 6 years, except that information needed in an on-going investigation will not be destroyed until completion of the investigation.
-

FN: 600-50d**Title:** Ethics in Government controls**Authority:** NC1-79-76**Privacy Act:** Not applicable.**Description:** Information accumulated pursuant to the Ethics in Government Act of 1978, PL 95-521. Included are DOD and DA directives, correspondence involving extensions, transmittal of forms, public releases, and similar information.

Note: Financial disclosure statements will be filed under FN 600-50c.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

FN: 600-55a

Table B-75**File category 600: Personnel—general—Continued**

Title: Operator's examination and qualification records**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** DA Form 348 (Equipment Operator's Qualification Record, Except Aircraft) and driver tests and examinations.**Disposition:**

- a. Operator Qualification Record: Transfer with MPRJ or OPF, as applicable.
 - b. Tests and examinations: Destroy after recording on applicable qualification record.
-

FN: 600-55b**Title:** Equipment operation permits**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Documents used to authorize individuals to operate Government equipment.**Disposition:** Destroy 3 years from date of issue or when revoked by proper authority, whichever occurs first.

FN: 600-55c**Title:** Equipment operator permit registers**Authority:** NN-166-204**Privacy Act:** AO600-55DAMO**Description:** Registers or comparable documents used to account for equipment operator permits used.**Disposition:** Destroy 3 years after the last entry on the page or in the bound book.

FN: 600-61a**Title:** Personnel management assistance visits**Authority:** NC1-AU-80-41**Privacy Act:** Not applicable.**Description:** Documents relating to having and reporting on personnel management assistance (PERMAS) visits. Included are notifications of assistance, worksheets, draft reports, final reports, and related documents.**Disposition:**

- a. Report of visit: Destroy 2 years after next PERMAS visit.
 - b. Other documents: Destroy after next PERMAS visit.
-

FN: 600-85a**Title:** Alcohol and drug abuse management files**Authority:** NC1-AU-79-6**Privacy Act:** Not applicable.**Description:** Information reflecting implementation and status of the Alcohol and Drug Abuse Program. Included are reports, lessons learned, and other information relating to prevention, identification treatment, rehabilitation, evaluation, and research and development.**Disposition:**

- a. Office having Army-wide responsibility: Permanent.
 - b. Other offices and TOE units: Destroy after 2 years.
-

FN: 600-85b**Title:** Alcohol and drug abuse statistics**Authority:** NC1-AU-80-43**Privacy Act:** Not applicable.**Description:** Information reflecting statistics related to the Alcohol and Drug Abuse Program. Included are compilations and related information.**Disposition:**

- a. Office having Army-wide responsibility and OTSG:
 - (1) Consolidated reports: Permanent.
 - (2) Feeder reports: Destroy after 5 years.
 - b. Other offices and TOE units: Destroy when no longer needed for current operations.
-

FN: 600-85c**Title:** Alcohol and Drug Intervention Council (ADIC) meetings**Authority:** NN-172-187**Privacy Act:** Not applicable.**Description:** Information related to periodic meetings of interservice command or installation Alcohol and Drug Intervention Councils. Included are notices, agenda, minutes and reports of meetings, and similar information.**Disposition:** Destroy after 6 years.

Table B-75**File category 600: Personnel—general—Continued**

FN: 600-85d**Title:** Alcohol and drug abuse rehabilitation**Authority:** NC1-AU-83-18**Privacy Act:** A0600-85DAPE

Description: Information relating to rehabilitation of participants in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). They accumulate at ADAPCP clinics throughout the Army. Included are results of biochemical urinalysis and other tests, individualized treatment plans, observations of patient's behavior, progress during treatment, documentation by physician and other clinical personnel, and discharge disposition.

Disposition: Destroy 5 years after—

- a. Patients terminated participation in any ADAPCP track or
- b. Decision not to enroll a screened referral into the ADAPCP, except:
 - (1) All medical consultation and laboratory slips pertaining to active duty military clients will be forwarded to the custodian of the service member's health record for inclusion therein.
 - (2) Upon permanent change of station (PCS), the patient's ADAPCP medical record will be forwarded to the gaining installation alcohol and drug control officer.
 - (3) If individual patient records are a part of a current research or program evaluation project, they may be retained until no longer needed provided all patient identifying data are expunged, and that all patient records are destroyed 2 years from completion of the research program or program evaluation project.

FN: 600-85e**Title:** Alcohol and drug abuse sample prescreening report files**Authority:** To be determined.**Privacy Act:** A0600-85DAPE

Description: Copies of DA Form 5180-R (Urinalysis Custody and Report Record) and related documents, pertaining to urinalysis sample prescreening tests. These records are maintained by installation activities authorized to perform such tests.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 600-200a**Title:** MOS classification board proceedings**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

Description: Documents relating to evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction or discharge, where readjustment or reclassification is indicated because of mental, physical or emotional instability, psychiatric reasons, or inefficiency. Included are proceedings of MOS classification boards and related information.

Disposition: Destroy after 2 years.**FN:** 600-200b**Title:** Promotion eligibility rosters**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

Description: Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

Disposition: Destroy after 2 years.**FN:** 600-200c**Title:** Centralized and semi-centralized selection board reporting files**Authority:** NC1-AU-78-63**Privacy Act:** A0600-200TAPC

Description: Documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

Disposition:

- a. Office having Army-wide responsibility: Permanent. Cut off annually. Retire to WNRC after 5 years in CFA.
- b. Other offices and TOE units: Destroy after 2 years.

FN: 600-200d**Title:** Promotion eligibility determinations**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

Table B-75**File category 600: Personnel—general—Continued**

Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar or related documents.

Disposition: Destroy after 1 year.**FN:** 600-200e**Title:** Enlisted promotions**Authority:** N1-AU-86-1**Privacy Act:** A0600-200TAPC

Description: Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion or advancement rosters (AAC-COI Report), computations for sergeant, specialist 4, and lower rank advancements, approved or disapproved requests, promotion or advancement instructions, and similar or related information.

Disposition: Destroy 1 year after completion of action.**FN:** 600-200f**Title:** Reductions in grade**Authority:** NN-166-204**Privacy Act:** A0600-200TAPC

Description: Documents related to disapproving recommendations for reduction in grade of enlisted personnel. Included are disapproved requests and similar or related documents.

Disposition: Destroy after 3 months.**FN:** 600-290a**Title:** Passport files**Authority:** NN-166-204**Privacy Act:** A0055-355bDALO

Description: Information relating to passports and visas for military and civilian personnel, including dependents. Included are requests for passports, transmittal letters, receipts for passports, and control cards.

Disposition:

- a. U.S. Army Service Center for the Armed Forces: Destroy after 3 months, except that DD Forms 1056 will be destroyed after 1 year.
- b. Other offices: Destroy after 1 year.

Table B-76**File category 600: Personnel—general—rescinded FNs**

FN: 600a**Title:** Office personnel registers**Use:** FN 1y**FN:** 600b**Title:** Office personnel locator**Use:** FN 1z**FN:** 600c**Title:** Military job descriptions**Use:** FN 1bb**FN:** 600d**Title:** Military temporary duty travel**Use:** FN 1hh**FN:** 600e**Title:** Office military personnel files**Use:** FN 1ii**FN:** 600j**Title:** Office general personnel files—military**Use:** FN 1w**FN:** 600-8d**Title:** Personnel Data Cards**Use:** Retire PDCs to NPRC**FN:** 600-10a**Title:** Casualty cases**Use:** FN 600-8-1a**FN:** 600-10b**Title:** Casualty evidence

Table B-76**File category 600: Personnel—general—rescinded
FNs—Continued**

Use: FN 600-8-1b**FN:** 600-10c**Title:** Casualty compilations**Use:** FN 600-8-1c**FN:** 600-10d**Title:** Casualty statistics**Use:** FN 600-8-1d**FN:** 600-10e**Title:** Emergency data**Use:** FN 600-8-1e**FN:** 600-10f**Title:** Individual U.S. PW/CI/detainee files**Use:** FN 600-8-1f**FN:** 600-10g**Title:** U.S. PW/CI/detainee rosters**Use:** FN 600-8-1g**FN:** 600-10h**Title:** U.S. PW/CI/detainee status inquiries**Use:** FN 600-8-1h**FN:** 600-10i**Title:** U.S. PW/MIA/detainee intelligence**Use:** FN 600-8-1i**FN:** 600-21a**Title:** EO reports**Use:** FN 600-20a**FN:** 600-21b**Title:** EO surveys**Use:** FN 600-20b**FN:** 600-21c**Title:** EO complaint cases**Use:** FN 600-20c**FN:** 600-31a**Title:** Personnel action suspense reports**Use:** FN 600-8-2a**FN:** 600-33a**Title:** Line of duty files**Use:** FN 600-8-1j**FN:** 600-50a**Title:** Office standards of conduct files**Use:** FN 1ff

B-66. File category 601: Personnel procurement*a. Prescribing directives.*

(1) AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial and Active Duty Training, and Reserve Forces Duty.

(2) AR 601-50, Appointment of Temporary Officers in the Army of the United States Upon Mobilization.

(3) AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army.

(4) AR 601-141, U.S. Army Health Professions Scholarship Program.

(5) AR 601-208, Recruiting/Reenlistment Advertising Program.

(6) AR 601-210, Regular Army and Army Reserve Enlistment Program.

(7) AR 601-222, Armed Services Institutional Vocational Testing Program.

(8) AR 601-270, Military Entrance Processing Stations (MEPS).

(9) AR 601-280, Total Army Retention Program.

b. Description. These records concern appointment of officer personnel, enlistment and re-enlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army. See table B-77.

Table B-77**File category 601: Personnel procurement**

FN: 601**Title:** General personnel procurement correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel procurement which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel procurement that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 601a**Title:** Military personnel procurement statistics**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.**Description:** Documents on furnishing or consolidating statistical information on military personnel procurement programs. Included are reports and similar information.**Disposition:**

a. Office having Army-wide responsibility:

(1) Consolidated statistics: Permanent.

(2) Field reports: Destroy after 5 years.

(3) Interim reports: Destroy after 6 months.

b. Intermediate offices: Destroy after 3 years.

c. Reporting agencies: Destroy after 2 years.

FN: 601b**Title:** Military personnel procurement plans**Authority:** NC1-AU-75-31**Privacy Act:** Not applicable.**Description:** Documents relating to the establishment or changing of the basic concepts for obtaining personnel to meet requirements for the Regular Army and Reserve Components, through universal military training, recruiting, reenlistment, or other means. Included are approved plans, disapproved plans, changes to plans, coordination documents, and similar documents.**Disposition:**

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 5 years.

FN: 601c**Title:** Military personnel procurement quotas**Authority:** NN-166-204**Privacy Act:** Not applicable**Description:** Documents reflecting the establishment and assignment of quotas or allocations for induction, enlistment, appointment, officer candidate courses, ROTC, USMA, or similar source of actual or potential military personnel. Included are estimated quota requirements, assigned quotas, and similar documents.**Disposition:**

a. Establishing offices: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

FN: 601-25a

Table B-77**File category 601: Personnel procurement—Continued**

Title: Delay board proceedings**Authority:** NN-166-204**Privacy Act:** AO640DARP**Description:** Documents relating to delay in orders to active duty of Army Reserve personnel. Included are applications for delay or renewal thereof, copies of orders appointing delay and appeal boards, board proceedings, and related documents.**Disposition:** Destroy 6 months after the individual reports for active duty. However, when the active duty orders pertaining to an individual retained in the Ready Reserve are revoked, the files will be destroyed when the individual is ordered to active duty and complies with such orders, is discharged from the Army Reserve, is transferred to the Standby Reserve Inactive Status List, or transferred to the Retired Reserve.**FN:** 601-50a**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents related to verifying the eligibility of individuals for appointment as temporary officers in the Army of the United States upon mobilization. Included are letters, reports, designations, and similar documents.**Disposition:** Destroy after 2 years.**FN:** 601-100a**Title:** Appointment applications**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting the application of the individual, the consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar information.**Disposition:** Destroy after 1 year.**FN:** 601-100b**Title:** Appointment selection boards**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting determinations made by boards for selecting or rejecting applicants for appointment. Included are board proceedings listing individuals selected or rejected and related information.**Disposition:** Destroy after 3 years.**FN:** 601-100c**Title:** Appointment lists**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents reflecting individuals selected or eligible for appointment. Included are selection lists, merit lists, and related information.**Disposition:** Destroy after 2 years.**FN:** 601-100d**Title:** Inquiry and eligibility files**Authority:** NN-166-204**Privacy Act:** AO601-100TAPC**Description:** Documents related to verifying the eligibility of individuals for appointment as commissioned and warrant officers in the Regular Army. Included are letters, reports, designations, and similar documents.**Disposition:** Destroy after 2 years.**FN:** 601-141a**Title:** Health professional registrant files**Authority:** NC1-AU-81-62**Privacy Act:** AO601-141DASG**Description:** Documents related to the processing of doctors of medicine, osteopathy, dentistry, veterinary medicine, and other allied specialists who are liable for military training and service under the Selective Service Act. These include those accepting Reserve commissions and those who refuse or are not qualified for appointment. Included are reports of medical examination and history, qualification determination reports, correspondence on classification, physical status, availability for active duty, and similar matters.

Table B-77**File category 601: Personnel procurement—Continued**

Disposition:

a. During registration, but not full mobilization: Destroy 1 year after registrant reaches maximum draft age.

b. Files remaining after order to active duty and acceptance of commission in Army Reserve: Destroy after 1 year.

c. Files on individuals found not qualified for appointment during mobilization: Return to Selective Service Region or its local office.

FN: 601-208a**Title:** Recruiting publicity campaigns**Authority:** NC1-AU-78-12**Privacy Act:** Not applicable.**Description:** Documents related to determining types of publicity media to be used and to develop publicity or promotion campaigns, including liaison with local committees to stimulate volunteer entry or reentry into military service. Included are letters, minutes of meetings, and related documents.**Disposition:**

a. Offices having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

FN: 601-208b**Title:** Recruiting advertising media**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the creation and production of specific radio and television advertising programs used in recruiting campaigns. Included are copies of posters, still pictures, motion pictures, and related documents.**Disposition:** Destroy after 5 years.**FN:** 601-210a**Title:** Active recruiting prospect files**Authority:** NC1-AU-79-73**Privacy Act:** AO601-210DAPE**Description:** Documents reflecting individuals who are prospects for enlistment. Included are active recruiting prospect cards.**Disposition:** Place in recruiting enlistee files (FN 601-210b) on enlistment of individual or place in terminated recruiting prospect files (FN 601-210c) when individual is no longer considered a prospect for enlistment.**FN:** 601-210b**Title:** Recruiting enlistee files**Authority:** NN-166-204**Privacy Act:** AO601-210DAPE**Description:** Recruiting prospect cards reflecting recruiting prospects who have been enlisted.**Disposition:** Destroy in CFA 3 months after expiration term of service (ETS) of initial enlistment.**FN:** 601-210c**Title:** Terminated recruiting prospect files**Authority:** NN-166-204**Privacy Act:** AO601-210DAOE**Description:** Recruiting prospect cards reflecting individuals who have not been enlisted and are no longer considered prospects for enlistment.**Disposition:** Review and destroy at the end of each calendar year. (Review is made by area supervisor.)**FN:** 601-210d**Title:** Recruiting centers of influence**Authority:** NN-166-204**Privacy Act:** AO601-210DAPE**Description:** Documents reflecting information such as names of individuals, establishments, Selective Service Boards and radio or television stations. Included are center of influence cards and related documents.**Disposition:** Destroy when obsolete or no longer needed.**FN:** 601-210e**Title:** Recruiter Impropriety (RI) investigations**Authority:** NC1-AU-83-23**Privacy Act:** AO601-210bUSAREC**Description:** Documents created in reviewing and investigating allegations of, and taking corrective action or disciplinary action on,

Table B-77**File category 601: Personnel procurement—Continued**

recruiter irregularities and improprieties. Included are allegation documents, investigative reports and actions thereon, and related papers.

Disposition: Destroy 2 years after last action.

FN: 601-210f

Title: Enlistment contracts

Authority: NC1-AU-80-41

Privacy Act: AO601-210DAPE

Description: Documents reflecting individuals who have enlisted in the Armed Forces of the United States or who have had their enlistments voided while in the Delayed Entry Program (DEP). These documents are maintained by the District Recruiting Commands. In the former case, documents will include triplicate copies of DD Form 4 (Enlistment Contract—Armed Forces of the United States) and supplements thereto. In cases of DEP voided enlistments, the documents will include, as a minimum, the DD Form 1966, DD Form 4, DA Form 3286 series and appropriate addendums, the SF 88, SF 93, and consultation sheets when applicable, copies of approved waivers with supporting documents, DD Form 1304.12K, copy of cancellation of REQUEST reservation, and copies of the authority for voiding the enlistment.

Disposition: Destroy after 1 year.

FN: 601-210g

Title: Inquiry and eligibility files

Authority: N1-AU-88-11

Privacy Act: AO601-210aDAPE

Description: Documents related to verifying the eligibility of individuals for enlistment in the Regular Army and the USAR. Included are letters, reports, and similar documents.

Disposition: Destroy after 7 years.

FN: 601-210h

Title: Unfulfilled and erroneous enlistment contracts

Authority: NC1-AU-82-01

Privacy Act: AO601-210aDAPE

Description: These records are created when a soldier claims that the commitments made upon enlistment were erroneous or have not been fulfilled. Records are created at the field level and case files are forwarded to the U.S. Total Army Personnel Command (PERSCOM) for determinations and pursuit of alternative options. Included are requests from field commanders for determination of whether or not enlistment commitment was erroneous or cannot be fulfilled, requests for waivers of low mental test scores, requests for assistance in coordinating alternate options, determinations by CG, PERSCOM, and similar information.

Disposition:

a. CG, PERSCOM: Destroy 1 year after term of contract involved.

b. Other offices: Use FN 640a.

FN: 601-210i

Title: Recruiting Station Management Files

Authority: NN-166-204

Privacy Act: Not Applicable.

Description: Documents used to facilitate, control, or supervise the performance of a specific function, process, or action of recruiting prospects as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunctions, process, or action with which they are used. Included are feeder reports, working papers and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action, DEP logs, processing logs, station workplans, and the planning guide.

Disposition: Destroy 15 months after completion of action or when no longer needed for current operations, whichever is earliest.

FN: 601-222a

Title: Test material accountability

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents accumulated from accounting for each test booklet and scoring key. Included are test booklet and scoring key ledger sheets, reports of investigation concerning loss, and related information.

Table B-77**File category 601: Personnel procurement—Continued**

Disposition: Destroy 1 year after all booklets or scoring keys listed thereon have been destroyed.

FN: 601-222b

Title: Test score transmittals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used in transmitting test scores to custodians of personnel records, to selection and evaluation boards, and other agencies authorized to receive test scores. Included are copies of correspondence and related information.

Disposition: Destroy after 1 year.

FN: 601-222c

Title: Test material destruction files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting destruction of such testing materials as test manuals, test booklets, scoring keys, answer sheets, and similar items. Included are destruction certificates and related information.

Disposition: Destroy after 2 years.

FN: 601-222d

Title: Qualification test answers

Authority: NC-AU-75-39

Privacy Act: 601-210aUSAREC

Description: Documents relating to mental qualification tests administered to applicants for enlistment and registrants. Included are scored answer sheets or booklets pertaining to the Armed Forces Qualification Test, Armed Forces women's selection test, terminal screening, non-language qualification test, Army Qualification Battery, Women's Army Classification Battery, and similar tests.

Disposition: Destroy after 1 year. However, if data is maintained in an automated database, answer sheets may be destroyed after 30 days. (Answer sheets for test administered to Air Force personnel will be forwarded per AR601-270).

FN: 601-222e

Title: Test development

Authority: NC1-AU-79-21

Privacy Act: Not applicable.

Description: Information reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and related information. This includes information accumulated for continuous evaluation and analysis for management improvement of Army-wide test programs, such as background data on test development, establishment, and procedures, coordination with other agencies, and similar information.

Disposition:

a. Development: Office responsible for developing test: Permanent. PIF upon discontinuance of test and cut off at the end of that year.

b. Other offices: Destroy after 2 years.

c. Background data: Destroy 25 years after test is discontinued.

FN: 601-222f

Title: Test material inventories

Authority: NC-AU-75-38

Privacy Act: Not applicable.

Description: Documents resulting from daily inventories and examinations of test booklets and scoring keys in current use and other periodic inventories taken of all accountable test materials. Included are daily inventory sheets, periodic inventory papers, and related documents.

Disposition:

a. U.S. Military Enlistment Processing Command: Destroy 1 month after approval of semi-annual inventory.

b. Other offices: Destroy after 1 year.

FN: 601-222g

Title: Test material stock controls

Authority: NC-AU-75-37

Privacy Act: Not applicable.

Description: Documents reflecting the balance of test booklets and scoring keys on hand. Included are forms used for test booklet and scoring key running inventories.

Table B-77**File category 601: Personnel procurement—Continued**

Disposition: Destroy after 1 year.**FN:** 601-222h**Title:** Specimen test materials**Authority:** NC-AU-75-33**Privacy Act:** Not applicable.**Description:** Documents accumulated by the office having Army-wide responsibility. Files are used for research, reference, and study. Included are specimen sets and extra copies of current and obsolete Army personnel test materials, such as test manuals, test booklets, answer sheets, and scoring devices.**Disposition:** Destroy when no longer needed for reference.**FN:** 601-270a**Title:** Examination/enlistment files**Authority:** NC1-AU-83-52**Privacy Act:** 601-210aUSAREC**Description:** Information about examining individuals for military service. Included are consent forms, reports of medical prescreening and examination, aptitude scores, and other related records, reports, and correspondence.**Disposition:** Destroy when no longer needed for current operations.**FN:** 601-270b**Title:** Entrance examinations (Rescinded; use FN 40-400s).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 601-270c**Title:** Registrant examination summary reports (Rescinded; use FN 40-400t).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 601-280a**Title:** Reenlistment eligibility**Authority:** NN-166-204**Privacy Act:** A0601-280bTAPC and A0635-5TAPC**Description:** Documents used for determining reenlistment eligibility of enlisted personnel. Included are DA Form 1315 (Reenlistment Data), containing entries transferred from personnel records, additional documentation of interviews, remarks by the commander, and similar information.**Disposition:** Forward with MPRJ per AR 601-280 and AR 640-10. Destroy on reenlistment of individual.**FN:** 601-280b**Title:** Bar to Reenlistment files**Authority:** NN-166-204**Privacy Act:** A0601-280aTAPC**Description:** Documents related to evaluating a service member for possible denial of reenlistment. Included are DA Form 4126-R (Bar to Reenlistment) evaluations, recommendations, commanders' certifications, suspensions of bars to reenlistment, reviews, documentation of withdrawal of bar to reenlistment, and similar information.**Disposition:**

- a. Approved certificate to bar reenlistment and approved recommendation to withdraw bar to reenlistment: File in "permanent" section of MPRJ per AR 601-280 and AR 640-10.
- b. Bar to reenlistment certificates for which total withdrawal has been approved: Remove from MPRJ and destroy.

B-67. File category 602: Man-materiel systems*a. Prescribing directives*

- (1) AR 602-1, Human Factors Engineering Program.
- (2) AR 602-2, Manpower and Personnel Integration (MANPRINT) in the Materiel Acquisition Process.

b. Description. These records concern policies, procedures, and

standards for integrating the development of systems and materiel with the capabilities and performance of people. Includes human factors engineering, computer assisted instruction, devices for personnel testing, interviewing, and training, automated physical examinations, and similar areas in which the human, personal, and personnel aspects and the materiel aspects require joint attention. See table B-78.

Table B-78**File category 602: Man-materiel systems**

FN: 602**Title:** General man-materiel systems correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to man-materiel systems which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to man-materiel systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 602-1a**Title:** Human factors cases**Authority:** NN-166-204**Privacy Act:** A0602DAPE-ARI**Description:** Information relative to the conduct or technical supervision of individual human factors study projects. Included are project proposals and approvals, study reports, preliminary evaluations of the reports, and similar information.**Disposition:**

- a. Project office and offices of project advisory committee chairman: Permanent. Cut off annually, or PIF on completion of evaluation and cut off at the end of that year.
- b. Offices of project advisory group members: Destroy 2 years after completion of the study.

FN: 602-1b**Title:** Agency work programs**Authority:** NN-164-25**Privacy Act:** Not applicable.**Description:** Information reflecting statements of human factors research tasks which have been approved for execution. They are accumulated by agencies sponsoring or conducting human factors research. Included are agency work programs and communications directly related to the work program.**Disposition:** Destroy after 5 years.**FN:** 602-1c**Title:** Study report distribution**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the distribution of human factors study reports. Included are distribution lists, requests for reports, and transmittal letters.**Disposition:** Destroy after 2 years or on supersession, as applicable.**FN:** 602-2a**Title:** MANPRINT program files**Authority:** N1-AU-90-8**Privacy Act:** Not applicable.**Description:** Information created during the materiel acquisition

Table B-78**File category 602: Man-materiel systems—Continued**

process for developmental, non-developmental, and product improvement programs which relate to MANPRINT. Included are system MANPRINT management plan, training requirements analysis, new equipment training plan, human factors engineering analysis, and health hazard assessments.

Disposition:

- a. Office of the Project Manager: Permanent. Place with project management plans under FN 70-17a and retire accordingly on removal of the item or system from project management control.
- b. Other offices: Destroy 1 year after system is fielded.

B-68. File category 604: Personnel security clearance

- a. *Prescribing directives.* None.
- b. *Description.* None. This file category is rescinded. Files will be assigned to the FNs listed in table B-79.

Table B-79**File category 604: Personnel security clearance—rescinded FNs****FN:** 604**Title:** General personnel security correspondence files**Use:** FN 380**FN:** 604-5a**Title:** Security clearance information**Use:** FN 380-67a**FN:** 604-5b**Title:** Position sensitive files**Use:** FN 380-67b**FN:** 604-5c**Title:** Personnel security inspections and surveys**Use:** FN 380-67c**FN:** 604-5d**Title:** Information access files**Use:** FN 1h**B-69. File category 608: Personal affairs**

- a. *Prescribing directives.*
 - (1) AR 608-1, Army Community Service Program.
 - (2) AR 608-2, Servicemen's Group Life Insurance (SGLI), Veteran's Group Life Insurance (VGLI); United States Government Life Insurance (USGLI) and National Service Life Insurance (NSLI).
 - (3) AR 608-4, Control and Registration of War Trophies and War Trophy Firearms.
 - (4) AR 608-8, Mortgage Insurance for Service Members.
 - (5) AR 608-9, The Survivor Benefit Plan (SBP).
 - (6) AR 608-10, Child Development Services.
 - (7) AR 608-15, The Army Savings Program.
 - (8) AR 608-18, The Army Family Advocacy Program.
 - (9) AR 608-20, Voting by Personnel of the Armed Forces.
 - (10) AR 608-25, Retirement Services Program.
- b. *Description.* These records relate to matters of personal concern to the soldier, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series. See table B-80.

Table B-80**File category 608: Personal affairs****FN:** 608**Title:** General personal affairs correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:****Table B-80****File category 608: Personal affairs—Continued**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personal affairs which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to personal affairs that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

:

a. **ACTION:** Destroy after 2 years.b. **NONACTION:** Destroy when no longer needed for current operations.**FN:** 608a**Title:** Personal affairs cases**Authority:** NN-166-204**Privacy Act:** A0608-10CFSC, A0608aCFSC, A0608TAPC, and A0608bCFSC

Description: Documents related to answering personal affairs inquiries in specific cases, investigating specific requests, providing general information based on prior policies or determinations, or routing cases to proper channels. Included are documents reflecting matters such as election of contingency options, social security, savings, bonds, insurance, taxes, family assistance, survivor assistance, naturalization and citizenship, marriage, voting, and other civil duties and responsibilities.

: Destroy after 2 years.

FN: 608b**Title:** Personal affairs reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents reflecting the status of a personal affairs program or phases of the program. Included are letters, forms, and related documents.

: Destroy after 2 years.

FN: 608-1a**Title:** Army Community Service (ACS) program**Authority:** NN-166-204**Privacy Act:** A0608bCFSC

Description: Documents about the Army Community Service (ACS) program on Army installations (for by-name case files see FN 608-1b). These records are created in operating and managing services providing information, referral, and follow-up. They include information on financial planning and assistance, relocation assistance, assistance to handicapped dependents, and the Army Child Advocacy Program. They are retained for background in dealing with medical authorities handling individual cases; child support services; optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponenty); food stamp assistance; welcome visits; and special programs for handicapped dependents. Included are—

- a. Volunteer agreements.
- b. Volunteer time cards.
- c. Volunteer service records.
- d. ACS program reports and summaries.
- e. Installation fact sheets.
- f. Summary listing of facilities for the handicapped.
- g. Lending closet property files.
- h. ACS registration cards.
- i. Program facility reports, and USDA and Title XX agreement and

Table B-80**File category 608: Personal affairs—Continued**

management files.

j. Similar documents and information.

:

a. For a above: Destroy on completion of new agreement or termination of volunteer status.

b. For b above: Return to volunteer after entry on permanent service record.

c. For c above: Return to volunteer upon transfer or separation.

d. For d above:

(1) Office requiring report (HQDA): Destroy summary and analysis reports in CFA after 5 years, and destroy feeder reports on extraction of data.

(2) MACOM and installation ACS centers: Destroy after 2 years.

e. For e and f above: Destroy on supersession or obsolescence.

f. For g above: Use descriptions and dispositions for FN 710 series.

g. For h above: Destroy on transfer, separation, or retirement of individual.

h. For i above: Destroy in CFA after 3 years.

i. For j above: Destroy when no longer needed for current operations.

FN: 608-1b

Title: ACS case management and intake files

Authority: NN-166-204

Privacy Act: A0608bCFSC

Description: All personal affairs case files, such as budget counseling, family, and individual counseling files.

: Destroy 2 years after case closure.

FN: 608-1c

Title: Family advocacy case management team files (Rescinded; use FN608-18a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

FN: 608-2a

Title: Veterans Administration insurance files

Authority: NN-166-204

Privacy Act: AO640-10aTAPC

Description: Documents related to preparing claims for waiver of premiums because of disability and reporting dates applicant was returned to duty or separated from the service. Included are VA Forms 29-357 (Claim for Disability Insurance Benefits) and related documents.

: Destroy after 2 years.

FN: 608-4a

Title: Trophy firearms registrations

Authority: NC1-AU-83-27

Privacy Act: A0608-4DAMO

Description: Information on the retention and registration of firearms secured by persons during armed conflicts. Included are retention authorizations, registration forms, directly related correspondence, and similar information.

:

a. Offices having Army-wide responsibility: Destroy after 56 years.

b. Other offices: Destroy after 3 years.

FN: 608-4b

Title: Trophy confiscations

Authority: II-NN-3358

Privacy Act: Not applicable.

Description: Information relating to the confiscation of war trophies shipped by military personnel, such as certificates of authorization for retention and return of trophy to the United States Bureau of Customs or military authorities, property turn-in slips, and related information.

: Destroy after 6 years.

FN: 608-8a

Title: FHA mortgage payment insurance files

Authority: NN-165-15

Privacy Act: A0037-202SAFM

Description: Information on the payment of Federal Housing Administration mortgage insurance premiums by DA for eligible members of the Army. Procedures and requirements for obtaining certificates of eligibility are contained in AR 608-8. Included are

Table B-80**File category 608: Personal affairs—Continued**

certificates of eligibility, certificates of termination, premium notices, and related information.

: Destroy 10 years after final separation of the person.

FN: 608-9a

Title: Survivor Benefit Plan (SBP) application/declination files

Authority: NN-166-204

Privacy Act: AO640-10aTAPC

Description: Documents accumulated in the processing of applications for (and declination of the Survivor Benefit Plan (SBP)).

: Destroy after 1 year.

FN: 608-10a

Title: Child Development Services

Authority: N1-AU-87-14

Privacy Act: A0608-10CFSC

Description: Data or information required for the operation and assessment of all programs within the Army Child Development Services (CDS) Program. Included are:

a. Child records (except as indicated in b below).

b. Records of children who have had serious accidents, injuries, or unusual occurrences requiring emergency consultation or treatment.

c. Personnel records of center based employees. (This category does not include official personnel files of appropriated fund or nonappropriated fund employees, which are maintained under FNs 690-200a and 215-3a respectively).

d. Annual CDS program or facility reports.

e. USDA Child Food Program reports.

f. All other records.

:

a. For a above: Destroy 1 year after child no longer attends CDS operations.

b. For b above: Destroy 3 years after incident or 1 year after child no longer attends CDS operations, whichever is longer.

c. For c above: Destroy 3 years after termination of employment.

d. For d above: Destroy after 5 years.

e. For e above:

(1) Office with Army-wide responsibility, and major Army commands: Destroy after 5 years.

(2) Installations: Destroy 2 years after audit by USDA.

For f above: Destroy after 2 years.

FN: 608-15a

Title: Savings program reports

Authority: N1-AU-86-13

Privacy Act: Not applicable

Description: Information on reports and awards made in connection with the Army Savings Program and savings bonds. Included are reports, applications for awards, statistical data, approval and presentation letters, and related information.

:

a. Summary reports kept by USAFAC: Destroy after 10 years.

b. Other reports: Destroy after 2 years.

FN: 608-15b Not used.

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

FN: 608-15c

Title: Savings bond reports and reconciliations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Controls, reports, and reconciliation forms with related information pertaining to deductions and purchase of bonds. Included are quarterly reconciliations of bond balances with the Accounting Division, bond participation reports, and related information.

: Destroy after 3 years.

FN: 608-18a

Title: Family advocacy case management team files

Authority: NC1-AU-83-18

Privacy Act: A0040-66bDASG

Description: Documents relating to established or suspected cases of

Table B-80**File category 608: Personal affairs—Continued**

child or spouse maltreatment under the provisions of the Army Family Advocacy Program(FAP). Included are DD Form 2486 (Child/Spouse Abuse Incident Report)Standard Form 600 (Chronological Record of Medical Care) social work assessment, case management summary, record of referral, extract of pertinent information from the military police report, CID report, and other pertinent investigative reports and supportive data, evaluation of case, record of services and counseling provided, treatment data, and related documents.(Statistical compilations on case loads and trends and related interpretive studies will be maintained permanently by offices with Army-wide responsibility under FNs 25-30i or 25-30q, as applicable.)

:

- a. Destroy when involved minor child is age 23.
- b. In case of spouse abuse: Destroy 5 years after the case is closed.
- c. Unfounded cases: Destroy upon a case determination of unfounded.

FN: 608-20a

Title: Soldier voting files

Authority: NN-16-204

Privacy Act: Not applicable.

Description: Documents relating to soldier voting procedures. Included are reports, items for bulletins, correspondence, and related documents.

: Destroy 1 year after election to which files relate.

FN: 608-25a

Title: Retirement services cases

Authority: NN-166-204

Privacy Act: AO608bCFSC

Description: Documents related to providing information and assistance to personnel who have retired. Included are correspondence and related documents.

: Destroy after 1 year.

FN: 608-25b

Title: Retiree volunteer waivers of claims

Authority: NN-166-204

Privacy Act: AO608-25CFSC

Description: These files accumulate in Retirement Services Offices that sponsor retiree volunteer programs. The Retirement Services Officer is required to maintain a file of signed waiver of claim documents as prescribed in AR 608-25. Functions and activities of these volunteers will be determined by appropriate commanders and may include pre-retirement counseling, being an assistant retirement officer, employment, education, and training assistance, financial counseling, participation in the ACS program, and other similar appropriate activities.

: Destroy after 6 years.

FN: 608-25c

Title: Retired personnel locator

Authority: NN-166-204

Privacy Act: AO001DAPE

Description: Documents reflecting the location of retired military personnel.Included are microfilm, rosters, and related documents.

: Destroy when superseded or obsolete.

FN: 608-25d

Title: Statement of employment

Authority: NN-166-204

Privacy Act: AO608-25CFSC

Description: Documents pertaining to avoidance of conflict of interest by retired Regular Army officers. These files are accumulated by HQDA. Included are statements of employment and related documents.

: Destroy on death of individual.

FN: 608-25e

Title: Retirement services control cards

Authority: NN-166-204

Privacy Act: AO608-25CFSC

Description: Documents reflecting information on each individual being given pre-retirement counseling. Included are retirement services control cards and related documents.

: Destroy 1 year after departure from the installation or retirement of the individual.

FN: 608-33a

Table B-80**File category 608: Personal affairs—Continued**

Title: Individual U.S. PW/CI/detainee files (Rescinded; use FN600-8-1f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

FN: 608-33b

Title: U.S. PW/CI/detainee rosters (Rescinded; use FN 600-8-1g.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

FN: 608-33c

Title: U.S. PW/CI/detainee status inquiries (Rescinded; use FN600-8-1h.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

FN: 608-33d

Title: U.S. PW/MIA/detainee intelligence (Rescinded; use FN600-8-1i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

: Not applicable.

B-70. File category 611: Personnel selection and classification

a. Prescribing directives.

(1) AR 611-1, Military Occupational Classification Structure Development and Implementation.

(2) AR 611-3, Army Occupational Survey Program (AOSP).

(3) AR 611-75, Selection, Qualifications, Rating and Disrating of Marine Divers.

(4) AR 611-110, Selection and Training of Army Aviation Officers.

(5) AR 611-201, Enlisted Career Management Fields and Military Occupational Specialties.

b. Description. These records concern methods and procedures for identifying skills and abilities of military personnel, testing, and awarding military occupational specialties for use in assignment to related duties and jobs. See table B-81.

Table B-81**File category 611: Personnel selection and classification**

FN: 611

Title: General personnel selection and classification correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to personnel selection and classification which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to personnel selection and classification that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated

Table B-81**File category 611: Personnel selection and classification—Continued**

by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 611-1a**Title:** MOS information**Authority:** NC-AU-75-32**Privacy Act:** Not applicable.

Description: Documents used in developing and maintaining commissioned officers, warrant officers, and enlisted MOS structures that identify and describe military positions for Army-wide use, and establishing personnel qualifications to facilitate the selection, training, distribution, assignment, management, and professional development and use of personnel. Included are studies involving research, classification, job analysis, job evaluation, and similar data needed to design and improve existing occupational and personnel management methods, techniques, and systems.

Disposition:

- a. Office performing Army-wide responsibility: Destroy 2 years after cancellation of the related MOS.
- b. Other offices: Destroy when no longer needed for reference.

FN: 611-1b**Title:** Military occupational specialty files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information related to developing, refining, and recommending new or revised MOS for personnel required to support new or changed Army field systems. The MOS recommendations provide the basis for implementation of new MOS, revisions to existing MOS, and deletion of existing MOS resulting from organizational and doctrinal changes, and new or modified equipment or weapons systems.

Disposition:

- a. Office responsible for recommending new or revised MOS: Destroy 2 years after DA approval or disapproval.
- b. Other offices: Destroy after 3 years.

FN: 611-3a**Title:** Military personnel surveys**Authority:** NC1-AU-78-63**Privacy Act:** Not applicable.

Description: Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar documents.

Disposition:

- a. Office having Army-wide responsibility: Permanent.
- b. Summaries and conclusions of the surveys: Permanent.
- c. Other files: Destroy when essential data has been extracted.
- d. Reporting offices: Destroy on completion of the survey.

FN: 611-75a**Title:** Diving records**Authority:** NC1-AU-84-25**Privacy Act:** Not applicable.

Description: Organizational or activity records of dives made by qualified divers. This record accumulates data for later analysis and serves as a source for later verification of dives made by an individual. Included are diving logs, diving log worksheets, and related information.

Disposition:

- a. Diving Logs: Destroy after 20 years.
- b. Diving logs worksheets and related information: Destroy when no longer needed for current operations.

FN: 611-110a**Title:** Flight training applications**Authority:** NC1-AU-80-41**Privacy Act:** Not applicable.

Description: Information related to selecting Army officers, USMA cadets, ROTC cadets, and officer candidates for training leading to the award of an aeronautical rating of Army aviator. Included are

Table B-81**File category 611: Personnel selection and classification—Continued**

applications, preference statements, assignment orders or instructions, selection documents, and related information.

Disposition:

- a. Destroy 1 year after transfer or separation of the individual.
- b. PERSCOM: Destroy after 3 years in CFA.

FN: 611-201a**Title:** Military job descriptions**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents reflecting duties of military positions. Included are job descriptions and related documents.

Disposition: Destroy when superseded or obsolete.**B-71. File category 612: Personnel processing**

a. *Prescribing directive.* AR 612-201, Processing Procedures at U.S. Army Reception Battalions (RCS MILPC-MCRI).

b. *Description.* These records concern processing of military personnel upon entry into the service, in a training or temporarily unassigned status, upon assignment overseas and return, and for separation from the service. See table B-82.

Table B-82**File category 612: Personnel processing****FN:** 612**Title:** General personnel processing correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel processing which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel processing that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 612-201a**Title:** Personnel processing activities reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar information.

Disposition: Destroy after 2 years.**B-72. File category 614: Assignments, details, and transfers**

a. *Prescribing directives.*

- (1) AR 614-30, Overseas Service.
- (2) AR 614-100, Officers Assignment Policies, Details and Transfers.

(3) AR 614–115, (C) Military Intelligence Officer Excepted Career Program (U).

(4) AR 614–120, Interservice Transfer of Army Commissioned Officers on the Active Duty List.

(5) AR 614–162, Selection, Training, and Assignment of In-Serv-ice Officer Volunteers to Special Forces Organizations.

(6) AR 614–200, Selection of Enlisted Soldiers for Training and Assignment.

b. Description. These records concern length of duty tours, assignment of personnel to special organizations and duties, permanent change of station and temporary duty, assignment restrictions, and details and transfers of military personnel. Also includes assignments, transfers, and other personnel actions between the military services involving Army personnel and uniformed members of the other services. See table B–83.

Table B–83

File category 614: Assignments, details, and transfers

FN: 614

Title: General assignments, details, and transfers correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to assignments, details and transfers which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to assignments, details, and transfers that are received for information only, on which no action is required. This includes cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 614a

Title: Military personnel distribution controls

Authority: NN–166–204

Privacy Act: Not applicable.

Description: Documents related to determining and effecting the actual distribution or redistribution of personnel. Included are notifications of allocations and levies, reports or rosters of personnel available, requirements (requisitions), distribution instructions, short shipments, and related documents.

Disposition: Destroy after 1 year.

FN: 614–30a

Title: Military personnel overseas assignments

Authority: NN–166–204

Privacy Act: A0614–30DAPE

Description: Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to overseas duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays, or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related documents.

Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210–10a.

Disposition:

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

FN: 614–100a

Table B–83

File category 614: Assignments, details, and transfers—Continued

Title: Officer/Warrant Officer assignments

Authority: NC1–AU–81–69

Privacy Act: AO640–10aTAPC

Description: Documents related to assigning or reassigning specific officers and warrant officers to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information.

Disposition:

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

FN: 614–100b

Title: Officer personnel assignment accessory files

Authority: NN–166–204

Privacy Act: AO640–10aTAPC

Description: Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related information.

Disposition: Destroy when superseded, obsolete, or no longer needed.

FN: 614–100c

Title: Branch transfer requests

Authority: NN–166–204

Privacy Act: AO640–10aTAPC

Description: Information relating to processing specific cases involving branch transfers. Included are requests, recommendations, coordination, and related information.

Disposition: Destroy after 1 year.

FN: 614–100d

Title: Branch detail requests

Authority: NN–166–204

Privacy Act: AO640–10aTAPC

Description: Documents relating to processing specific cases involving branch details. Included are requests, applications, recommendations, coordination papers, and related documents.

Disposition: Destroy after 1 year.

FN: 614–115a

Title: Intelligence/CI operative files

Authority: N1–AU–88–05

Privacy Act: AO381–100aDAMI

Description: Information related to military personnel in the Military Intelligence Excepted Career Program.

Disposition: Destroy 15 years after release, separation, transfer, retirement, or resignation. Transfer to Investigative Records Repository after 5 years.

FN: 614–120a

Title: Interservice transfer files

Authority: NN–166–204

Privacy Act: AO640–10aTAPC

Description: Information related to interservice transfer of Army commissioned officers. Included are requisitions, nominations, applications, and preference statements of individuals; assignment orders or instructions; deferments, delays, or restrictions; terminations or extensions thereof; and related information.

Disposition:

a. Destroy 1 year after transfer or separation of individual.

b. PERSCOM: Destroy after 3 years in CFA.

FN: 614–162a

Title: Special Forces volunteer applications

Authority: NN–166–204

Privacy Act: AO640–10aTAPC

Description: Information related to assigning officers to Special Forces organizations. Included are nominations, applications and preference statements of individuals, assignment orders, deferments, delays or restrictions, terminations or extensions thereof, and related information.

Disposition:

a. Destroy 1 year after transfer or separation of the individual.

b. PERSCOM: Destroy after 3 years in CFA.

Table B-83**File category 614: Assignments, details, and transfers—Continued**

FN: 614-200a**Title:** Eligibility determinations**Authority:** NN-166-204**Privacy Act:** AO640-10aTAPC**Description:** Documents related to determining eligibility of individuals for admission to USMA, officer candidate schools, Reserve Officers Training Program, or similar personnel programs. Included are approvals, disapprovals, waivers, and similar documents.**Disposition:** Destroy after 1 year.**FN:** 614-200b**Title:** Enlisted assignments**Authority:** NC1-AU-80-41**Privacy Act:** AO640-10aTAPC**Description:** Documents related to assigning or reassigning specific enlisted persons to their places and types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions (such as sole surviving son or conscientious objector), terminations or extensions thereof, and related information. Note: This file may include the retained (installation) copy of departure clearance documentation if it is convenient to do so, instead of filing it under FN 210-10a.**Disposition:**

- a. Destroy 1 year after transfer or separation of individual.
- b. PERSCOM: Destroy after 3 years in CFA.

FN: 614-200c**Title:** Enlisted personnel assignment accessory files**Authority:** NN-166-204**Privacy Act:** A0649-10aTAPC**Description:** Documents used for determining assignment of individuals. Included are rosters, lists, tabulations of personnel, and related documents.**Disposition:** Destroy when superseded, obsolete, or no longer needed.

B-73. File category 621: Education*a. Prescribing directives.*

(1) AR 621-1, Training of Military Personnel at Civilian Institutions.

(2) AR 621-5, Army Continuing Education System (ACES).

b. Description. These records concern the Army program to improve the general educational level of military personnel and to provide for nonmilitary opportunities, services, and scholarships, fellowships, and grants offered by civilian institutions. Training received in military schools (FN 351 series), and dependents' education (FN 352-series) is excluded. See table B-84.

Table B-84**File category 621: Education**

FN: 621**Title:** General education correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to education which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to education that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers,

Table B-84**File category 621: Education—Continued**

duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 621-1a**Title:** Degree completion files**Authority:** NC1-AU-80-10**Privacy Act:** A0621-1DAPE**Description:** Information on the admission of Army students to civilian educational institutions to pursue degree programs. Included are requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.**FN:** 621-1b**Title:** Civilian school plans**Authority:** NN-166-204**Privacy Act:** A0621-1TAPC**Description:** Documents on the development and supervision of civilian schooling for military personnel. Included are planned requirements for such training, selection of schools and courses, arrangements for special noncatalog courses, program revisions, and related information.**Disposition:**

a. Office having Army-wide responsibility:

(1) Annual review of the Army's Civilian Education Program: Permanent.

(2) All other records: Destroy after 15 years.

b. Training agencies: Destroy after 5 years.

c. USMA:

(1) Paper originals: Destroy 2 years after verification that film meets requirements of 41 CFR 101-11.504 as adequate substitute for paper from a reference standpoint.

(2) Microfilm: Permanent. Offer silver original and one diazo copy to USMA Archives when 20 years old, provided film has been verified as meeting requirements of 41 CFR 101-11.504.

d. Other offices: Destroy after 2 years.

FN: 621-1c**Title:** Civilian school admissions**Authority:** NN-166-204**Privacy Act:** A0621-1DASG**Description:** Documents on the admission of Army students to civilian educational institutions. Included are requests for admission, statements and notices of acceptance, and related information.**Disposition:** Destroy 2 years after completion of schooling, rejection of the individual, or withdrawal of the student, as applicable.**FN:** 621-1d**Title:** Civilian school theses**Authority:** NN-163-44**Privacy Act:** Not applicable.**Description:** Theses prepared by military personnel enrolled in civilian educational institutions and forwarded to their training agencies.**Disposition:** Destroy after 10 years.**FN:** 621-5a**Title:** Educational development programs**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Documents about administering the ACES. Included are program planning documents, documents relating to ACES subprograms, services and materials provided by the Defense Activity for Nontraditional Educational Support, communications with institutions and associations, enrollment applications, inventories of test materials, notifications of possible compromise of test materials and resulting investigations, and related information.**Disposition:**

a. Office with Army-wide responsibility, and offices of major Army command headquarters: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

Table B-84**File category 621: Education—Continued**

FN: 621-5b**Title:** Basic Skills Education Program (BSEP) files**Authority:** NN-166-204**Privacy Act:** A0621-1DAPE**Description:** Information on individual soldiers accumulated under the BSEP. Included are DA Form 669 (Educational Development Record), evaluations, background documentation, and similar information.**Disposition:** On permanent change of station (PCS), forward with MPRJ; on separation, give to individual; on death, destroy.**FN:** 621-5c**Title:** ACES reports**Authority:** NC1-AU-78-2**Privacy Act:** Not applicable.**Description:** Documents on the types of courses, enrollments, funds expended, and other information pertaining to ACES. Included are recurring reports, extracted statistical and narrative data, and similar information.**Disposition:**

a. Offices having Army-wide responsibility:

- (1) Consolidated reports: Permanent.
- (2) Other reports: Destroy after 5 years.

b. Other offices: Destroy after 5 years.

FN: 621-5d (Not used)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 621-5e**Title:** Individual educational development files**Authority:** NC1-AU-80-10**Privacy Act:** A0621-1DAPE**Description:** DA Form 669 (Educational Development Record) and related documents. PCS of individual: Forward record and its contents with the MPRJ.**Disposition:**

- a. Separation of the individual: Withdraw and give record to individual.
- b. Death of individual: Destroy on death of individual.

FN: 621-5f**Title:** Army Apprenticeship Program**Authority:** To be determined.**Privacy Act:** To be determined.**Description:** Documents indicating training received by Army members enrolled in the Army Apprenticeship Program. Included are military training achievements, course attendance, completion records, diagnostic tests, composite course descriptions and scores recorded in transcript registry for each member, and similar information.

Note: Records of individuals re-enrolling in the program will be refiled in the active file.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

B-74. File category 623: Personnel evaluation*a. Prescribing directives.*

- (1) AR 623-1, Academic Evaluation Reporting System.
- (2) AR 623-105, Officer Evaluation Reporting System.
- (3) AR 623-205, Enlisted Evaluation Reporting System.

b. Description. These records concern measuring the performance of military personnel in their duty assignments or as students through the use of evaluation reports, academic reports, and similar rating systems. See table B-85.

Table B-85**File category 623: Personnel evaluation**

FN: 623**Title:** General personnel evaluation correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

Table B-85**File category 623: Personnel evaluation—Continued**

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel evaluation which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel evaluation that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 623-1a**Title:** Academic Evaluation Report appeals**Authority:** NC1-AU-81-8**Privacy Act:** A0600-37aDAPE**Description:** Information related to ODCSPER Special Review Board's consideration of Academic Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy after 20 years in current files area.**FN:** 623-105a**Title:** Officer Evaluation Report appeals**Authority:** NC1-AU-81-8**Privacy Act:** A0600-37aDAPE**Description:** Documents related to ODCSPER Special Review Board's consideration of Officer Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy after 20 years in current files area.**FN:** 623-205a**Title:** Enlisted Evaluation Report appeals**Authority:** N1-AU-87-18**Privacy Act:** A0600-37aDAPE**Description:** Information related to ODCSPER Special Review Board's consideration of Enlisted Evaluation Report appeals. Included in each case file are applications, case summary of the board's findings, conclusions and recommendations, the board's advisory opinions to the Army Board for Correction of Military Records, and related information.**Disposition:** Destroy 20 years in current files area.

B-75. File category 624: Promotions*a. Prescribing directive.* AR 624-100, Promotions of Officers on Active Duty.*b. Description.* These records concern criteria relating to the promotion in grade of officer and warrant officer personnel. This includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists. See table B-86.

Table B-86**File category 624: Promotions**

FN: 624**Title:** General promotions correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.

Table B-86**File category 624: Promotions—Continued**

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to promotions which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to promotions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 624-100a

Title: Promotion eligibility rosters

Authority: NN-166-204

Privacy Act: AO640-10aTAPC

Description: Documents relating to individuals eligible for consideration for promotion. Included are recommendations and similar or related information.

Disposition: Destroy after 2 years.

FN: 624-100b

Title: Centralized and semi-centralized selection board reporting files

Authority: NN-166-204

Privacy Act: AO600-37-aDAPE

Description: Documents relating to consideration and selection of officers, warrant officers, and enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.

Disposition:

a. Office having Army-wide responsibility: Permanent. Cut off annually; retire to WNRC after 5 years in CFA.

b. Other offices: Destroy after 2 years.

FN: 624-100c

Title: Promotion eligibility determinations

Authority: NC1-AU-78-63

Privacy Act: AO600-37bDAPE

Description: Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.

Disposition: Destroy after 1 year.

FN: 624-100d

Title: Numerical promotion lists

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

Disposition: Destroy on separation of the individual, or when superseded or obsolete.

FN: 624-100e

Title: Nominations and confirmations

Authority: NC1-AU-78-63

Privacy Act: Not applicable.

Description: Documents reflecting officers nominated by the President for appointment or promotion in the Regular Army and officers whose nominations have been confirmed by the Senate. Included are rosters, lists, and similar or related documents.

Disposition: Permanent.

B-76. File category 630: Personnel absences*a. Prescribing directives.*

(1) AR 630-5, Leave and Passes.

(2) AR 630-10, Absence Without Leave and Desertion.

b. Description. These records concern leaves of military personnel, including types, entitlements, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post with a pass; authorized administrative absence; or holiday. See table B-87.

Table B-87**File category 630: Personnel absences**

FN: 630

Title: General personnel absences correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel absences which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel absences that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 630-5a

Title: Leave of absence files

Authority: NN-166-204

Privacy Act: To be determined.

Description: Copies of DA Form 31 used in requesting and granting leave for military personnel.

Disposition: Maintain on an FY basis. Destroy after 6 months.

FN: 630-5b

Title: Leave control logs

Authority: NN-166-204

Privacy Act: To be determined.

Description: DA Form 4179-R, used to control absences from unit or activity, containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and similar information. Included are logs and similar documents.

Disposition: Destroy after 1 FY.

FN: 630-5c

Title: Enlisted personnel passes

Authority: NN-166-204

Privacy Act: To be determined.

Description: Documents authorizing enlisted personnel to be absent on other than leave.

Disposition: Destroy upon return of the individual from pass, except when required as evidence in proceedings.

FN: 630-10a

Title: AWOL statistical reports

Authority: NC1-AU-79-21

Privacy Act: Not applicable.

Description: Documents used to provide statistical data concerning military personnel absent without leave. Included are feeder reports, letters, forms, and related documents.

Disposition:

a. Office having Army-wide responsibility: Permanent.

Table B-87**File category 630: Personnel absences—Continued**

b. Other offices and TOE units: Destroy after 1 year.

B-77. File category 633: Apprehension and confinement

a. *Prescribing directives.* None.

b. *Description.* None. This file category is rescinded. Files will be established as shown in table B-88.

Table B-88**File category 633: Apprehension and confinement (Rescinded FNs)**

FN: 633-51a

Title: Individual enemy CI files

Use: FN 190-57a

FN: 633-51b

Title: Enemy CI general information

Use: FN 190-57b

FN: 633-51c

Title: Enemy CI status inquiries

Use: FN 190-57c

FN: 633-51d

Title: Enemy CI complaints and investigations

Use: FN 190-57d

FN: 633-51e

Title: CI strength reports

Use: FN 190-57e

FN: 633-51f

Title: Enemy CI rosters

Use: FN 190-57f

FN: 633-51g

Title: Enemy CI property accounting files

Use: FN 190-57g

FN: 633-51h

Title: Enemy CI educational media

Use: FN 190-57h

FN: 633-51i

Title: Enemy CI noncontract labor

Use: FN 190-57i.)

FN: 633-51j

Title: Enemy CI camp labor reports

Use: FN 190-57j

FN: 633-51k

Title: Enemy CI payrolls

Use: FN 190-57k

FN: 633-51m

Title: Enemy CI pay data subsidiary files

Use: FN 190-57m

FN: 633-51n

Title: Enemy CI pay and allowances records

Use: FN 190-57n

B-78. File category 635: Personnel separations

a. *Prescribing directives.*

(1) AR 635-5, Separation Documents.

(2) AR 635-40, Physical Evaluation for Retention, Retirement or Separation.

(3) AR 635-100, Officer Personnel.

(4) AR 635-200, Enlisted Personnel.

b. *Description.* These records concern separation of military personnel from the service through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from

the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement. See table B-89.

Table B-89**File category 635: Personnel separations**

FN: 635

Title: General personnel separations correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel separations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to personnel separations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 635-5a

Title: Separation files

Authority: NN-166-204

Privacy Act: AO635-5/TAPC

Description: Copies of DD Form 214 (Certificate of Release or Discharge from Active Duty) not otherwise distributed by the Separation Transfer Activity. Included are copies of the form and related documents.

Disposition:

a. Copy Number 8: Destroy after 6 months.

b. All other copies: Destroy at conclusion of processing of the individual.

FN: 635-40a

Title: Temporary disability retirement lists

Authority: NN-166-204

Privacy Act: AO635-40TAPC

Description: Information relating to military personnel who have been placed on the TDRL and are examined at intervals pending final disposition. Information is maintained at HQDA. Included for each individual are medical board recommendations for retention or discharge, correspondence, and related information.

Disposition: Destroy 3 years after member is found physically fit, is separated, or is retired.

FN: 635-100a

Title: Individual retirement cases (officer)

Authority: NN-166-204

Privacy Act: AO608-25CFSC

Description: Documents related to processing of, and providing information and assistance to, officers and warrant officers planning to retire from active duty. Included are correspondence and related information.

Disposition: Destroy after 1 year.

FN: 635-100b

Title: Officer separation proceedings

Authority: NN-166-204

Privacy Act: AO635-200TAPC

Description: Information relating to release, discharge, and resignation of officers from active duty. Included are documents pertaining to individual RA, ARNG, and USAR officers separating by reason of convenience of the Government, dependency or hardship, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Also included are individual discharge cases, resignations, discharge board proceedings, notifications when administrative board is waived or not required and

Table B-89**File category 635: Personnel separations—Continued**

entry level separations. Excluded are documents which are to be filed in OMPF or MPRJ.

Disposition:

- a. Information on individuals confined by foreign civil authorities: Destroy 2 years after execution of discharge.
- b. Information on other individuals: Destroy after 2 years.

FN: 635-200a**Title:** Discharge board proceedings**Authority:** NN-166-204**Privacy Act:** A0635-200TAPC

Description: Information about considering individual soldiers for separation by reason of convenience of the Government, dependency or hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Included are individual discharge cases, excluded are documents which are to be filed in the OMPF or MPRJ.

Disposition:

- a. Information on individuals confined by foreign civil authorities: Destroy 2 years after execution of discharge.
- b. Information on other individuals: Destroy after 2 years.

FN: 635-200b**Title:** Individual retirement cases (enlisted)**Authority:** NN-166-204**Privacy Act:** A0608-25CFSC

Description: Documents related to the processing of, and providing information and assistance to, enlisted personnel planning to retire. Included are correspondence and related information.

Disposition: Destroy after 1 year.

B-79. File category 638: Deceased personnel

a. *Prescribing directives.* AR 638-30, Graves Registration Organization and Functions in Support of Major Military Operations.

b. *Description.* These records concern responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. This includes disposition of personal effects of deceased personnel. See table B-90.

Table B-90**File category 638: Deceased personnel**

FN: 638**Title:** General deceased personnel correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to deceased personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to deceased personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. **ACTION:** Destroy after 2 years.
- b. **NONACTION:** Destroy when no longer needed for current operations.

Table B-90**File category 638: Deceased personnel—Continued**

FN: 638-1a**Title:** Personal effects cases (Rescinded; use FN 600-8-1k.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable**Disposition:** Not applicable.

FN: 638-30a**Title:** Burial registers**Authority:** NC-AU-75-30**Privacy Act:** Not applicable.

Description: Registers kept in cemeteries such as records of interments and reservations, and similar information on which are recorded the section, plot, and grave numbers; decedent's name, grade, or rating; date of interment or date reservation was made.

Disposition: Permanent. Retain at the installation until discontinuance, at which time they will be transferred to the overseas records center or retired to the WNRC, whichever is appropriate. However, original registers should be destroyed when all entries therein have been transcribed to a later register and the entries have been verified.

FN: 638-30b**Title:** Cemetery visitors registers**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Registers kept at national or overseas military cemeteries containing the signatures of persons visiting the cemeteries and date of visit.

Disposition:

- a. National cemeteries: Destroy 3 months after date of last entry.
- b. Temporary overseas cemeteries: Destroy 3 months after closing of cemetery.
- c. Permanent overseas cemeteries: Destroy on transfer of the cemetery to the American Battle Monuments Commission.

FN: 638-40a**Title:** Individual deceased personnel files (Rescinded; use FN 600-8-1m.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 638-40b**Title:** Cemetery interment files (Rescinded; use FN 600-8-1n.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

B-80. File category 640: Personnel records and identification of individuals

a. *Prescribing directives.*

- (1) AR 640-2-1, Personnel Qualification Records.
- (2) AR 640-3, Identification Cards, Tags, and Badges.
- (3) AR 640-10, Individual Military Personnel Records.

b. *Description.* These records concern initiation, transmittal, maintenance, and disposition of personnel files, documents authorized for inclusion in personnel files, location of military personnel records, and access to records by authorized individuals. Included are records on preparation, issue, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons. See table B-91.

Table B-91**File category 640: Personnel records and identification of individuals****FN:** 640**Title:** General personnel records and identification of individuals' correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel records and identification of individuals which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel records and identification of individuals that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 640a**Title:** Informational personnel files**Authority:** NN-166-204**Privacy Act:** AO640TAPC

Description: Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the MPRJ; transmitting documents and documents reflecting duty assignments and appointments; changes in personnel data, leave authorizations, branch transfers and details; authorization for separate rations, quarters, or the wearing of civilian clothing; and related information.

Disposition: Destroy 1 year after transfer or separation of the individual.**FN:** 640b**Title:** Office military personnel files (Rescinded; use FN 1ii.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 640-2-1a**Title:** Status and personnel data**Authority:** II-NNA-782**Privacy Act:** AO640DARP

Description: Documents providing action offices with supplemental data or information concerning such matters as qualification, efficiency ratings, duty assignments, grade, date of rank, and similar information on individuals. Included are extracts from other personnel records and similar documents.

Disposition: Destroy on transfer or separation of individual when obsolete.**FN:** 640-3a**Title:** Accident investigator card applications**Authority:** NN-170-4**Privacy Act:** AO190-21DACF

Description: Information reflecting applications for accident investigator identification cards. Included are copies of DA Form 428 (Application for Identification Card) and similar information.

Disposition: Destroy on surrender or replacement of card.**FN:** 640-3b**Title:** Military identification card applications**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC**Table B-91****File category 640: Personnel records and identification of individuals—Continued**

Description: Documents reflecting applications for military identification cards. Included are duplicate copies of DA Forms 428 and similar documents.

Disposition: Destroy after 1 year.**FN:** 640-3c**Title:** Identification card registers**Authority:** NN-166-204**Privacy Act:** AO640-3CFSC

Description: Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.

Disposition: Destroy after 5 years. However, destroy bound registers 5 years after last entry.**FN:** 640-3d**Title:** Identification card requisition documents**Authority:** NN-170-4**Privacy Act:** Not applicable.

Description: Documents used to requisition, request, or draw down stocks of blank identification cards submitted by an end-use activity.

Disposition: Destroy in CFA after 5 years.**FN:** 640-3e**Title:** Privilege card applications**Authority:** NC1-AU-84-27**Privacy Act:** A0640-3CFSC

Description: Documents reflecting applications for privilege cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar documents.

Disposition: Destroy when no longer needed for current operations.**FN:** 640-3f**Title:** Civilian identification card applications**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC

Description: Information showing application for civilian identification cards. Included are DA Forms 428 and similar information.

Disposition: Destroy after 1 year.**FN:** 640-3g**Title:** Civilian identification card accountability**Authority:** NN-170-4**Privacy Act:** A0640-3CFSC

Description: Information used to maintain accountability for civilian identification cards. Included are registers and similar information.

Disposition: Destroy 4 years after the last card number entered has been accounted for.**FN:** 640-3h**Title:** Personnel identification instruments**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and related documents.

Disposition:

a. Office having Army-wide responsibility: Permanent.

b. Other offices: Destroy after 2 years.

FN: 640-3i**Title:** Identification cards**Authority:** NN-166-204**Privacy Act:** A0640-3CFSC

Description: Documents used by military personnel, their dependents, or other authorized personnel for establishing identity. Included are DD Forms 2A(Armed Forces Identification Card), DD Forms 1173 (Uniformed Services Identification and Privilege Card), and similar documents.

Disposition: Destroy when card is voided prior to issue, is replaced, or is no longer valid.**FN:** 640-3j**Title:** Abuse of privilege files**Authority:** NN-166-204**Privacy Act:** AO210-60SAFM and A0600-8-1bTAPC

Table B-91**File category 640: Personnel records and identification of individuals—Continued**

Description: Information relating to abuse of privileges, including (but not limited to) unauthorized resale of commodities, shoplifting, unauthorized access to activities, and misuse of privilege. Included are warning letters, temporary suspension of privileges letters, and related information and documentation.

Disposition: Destroy 6 months after reinstatement of privileges. Forward to gaining organization on transfer. Destroy on separation.

FN: 640-10a

Title: Military Personnel Records Jackets

Authority: NC1-AU-84-23

Privacy Act: A0640-10aTAPC

Description: Documents pertinent to the career and current assignment of the individual. The jacket accompanies the individual upon change in assignment or status. Documents in this file are restricted to those authorized for filing therein by AR 640-10.

Disposition: The maintenance, forwarding, and disposition of the DA Form 201 and its contents are governed by AR 640-10 and AR 635-10.

FN: 640-10b

Title: Official Military Personnel Folder (OMPF) files

Authority: NC1-AU-84-23 and NC1-AU-76-14

Privacy Act: A0640-10bTAPC and A0680-31aTAPC

Description: Basic documents relating to the career of each military member of the Army. During service this file provides basic documentation for HQDA. After completion of service, it contains historical documentation, including permanent records from the MPRJ. Documents placed in this record are limited to those authorized for filing therein by AR 640-10. The individual's efficiency file is included.

Disposition:

a. Transfer to U.S. Army Personnel Center (ARPERCEN) on separation of individual.

b. PERSCOM Machine Readable Records:

(1) Master files used for internal Army operations: Blank when no longer needed for current Army operations.

(2) Duplicate master files identified for permanent retention: In conjunction with HQDA (SAIS-PSP), transfer annually to the National Archives, after verification of data, along with appropriate file layouts and code books.

FN: 640-10c

Title: Qualification record extracts

Authority: NN-166-204

Privacy Act: A0640-10aTAPC

Description: Information extracted from personnel records onto qualification records such as DA Forms 2 and 2-1.

Disposition: Destroy on transfer or separation of the individual.

FN: 640-10d

Title: Out-processing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to control and account for MPRJs during processing for transfer or separation. Included are logs, registers, and sign-out sheets.

Disposition: Destroy after 1 year or 1 year after last entry on log or register.

FN: 640-10e

Title: Career branch individual files

Authority: NC1-AU-81-71

Privacy Act: A0640-10cTAPC

Description: Documents relating to the career of the individual, assembled in a file to provide information required for ready reference by the office responsible for planning and determining career personnel actions, such as assignments, reassignments, details, classification, promotions, selection or nonselection, retention on active duty, and related career management activities. These files duplicate, in part, the basic information in the official military personnel folder. They also contain additional material used in monitoring the career of the individual, such as preference cards and statements, interview records or correspondence with the individual concerning present or future assignments and retention on active duty, and similar documents. These files are maintained in control branches and are transferred to the

Table B-91**File category 640: Personnel records and identification of individuals—Continued**

gaining branch in the event the individual transfers to a new career branch.

Disposition:

a. Destroy upon death, separation, or retirement, except as prescribed below:

(1) Army Reserve officers released from active duty, and Regular Army officers appointed in the Army Reserve at a time of release from active duty upon resignation of Regular Army commission: Forward following documents, if available, to appropriate Army headquarters for officers assigned to Army Reserve units, or to U.S. Army Reserve Components Personnel and Administration Center for officers not assigned to Army Reserve units: Efficiency reports, academic reports, letters of appreciation and commendation, admonitions and reprimands imposed under Article 15, UCMJ, statement of service rendered as of 28 February 1954, college transcripts, and personnel actions, such as promotions, nonselections, and category extensions and denials.

(2) For Army Medical Department officers, forward the Career Management Individual File within 90 days of separation to Commander, ARPERCEN, ATTN: DARP-OPS-AM, 9700 Page Boulevard, St. Louis, MO 63132-5200. The documents to be forwarded are the same as stated in a above.

(3) Destroy remaining documents.

b. National Guard officers released from active duty:

(1) Forward following documents, if available, to the National Guard Bureau: Efficiency reports, academic reports, letters of appreciation and commendation, and admonitions and reprimands under Article 15, UCMJ.

(2) Destroy remaining files.

B-81. File category 672: Decorations, awards, and honors

a. *Prescribing directives.*

(1) AR 672-5-1, Military Awards.

(2) AR 672-12, The Expert Infantryman Badge.

(3) AR 672-20, Incentive Awards.

(4) AR 672-74, Army Accident Prevention Awards.

b. *Description.* These records concern the design, eligibility, presentation, and wearing of medals, decorations, badges and tabs, unit awards and streamers, and special awards and honors for outstanding service or accomplishment. Included are the Army Incentive Awards Program; the supply, manufacture, and sale of decorations and appurtenances; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy. See table B-92.

Table B-92**File category 672: Decorations, awards, and honors**

FN: 672

Title: General decorations, awards, and honors correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to decorations, awards, and honors which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to decorations, awards, and honors that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Table B-92**File category 672: Decorations, awards, and honors—Continued**

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 672-5-1a**Title:** Decoration and award issuances**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to providing information about awards given to individuals. Included are announcements, lists, cards, and similar information.**Disposition:** Destroy after 2 years.

FN: 672-5-1b**Title:** Military award cases**Authority:** NN-166-204**Privacy Act:** A0672-5-1TAPC**Description:** Documents relating to recommendation, review, and approval or disapproval of military awards (other than approvals for the Medal of Honor) for individuals. Included are requests and related information.**Disposition:**

- a. Approval and disapproval authority:

- (1) Approved awards relating to wartime and combat activities: Permanent. Retire to WNRC.

- (2) Approved peacetime awards and all disapproved awards: Destroy after 25 years. Retire to WNRC.

- b. Other offices: Destroy after 2 years.

FN: 672-5-1c**Title:** Award ceremonies**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to ceremonies arranged for the presentation of awards. Included are requests for troop support, diagrams, citations, and similar information.**Disposition:** Destroy after 2 years.

FN: 672-5-1d**Title:** Award publicity**Authority:** NN-171-138**Privacy Act:** Not applicable.**Description:** Information related to publicizing or encouraging specific awards programs. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy in CFA after 10 years.

- b. Other offices: Destroy after 2 years.

FN: 672-5-1e**Title:** Unit award cases**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting recommendation, review, and approval or disapproval of awards to units. Included in each case are approved or disapproved requests, certificates, and similar information.**Disposition:**

- a. Offices exercising awarding authority: Permanent.

- b. Other offices: Destroy after 1 year.

FN: 672-5-1f**Title:** Decoration and award statistics**Authority:** 351-5142**Privacy Act:** Not applicable.**Description:** Documents relating to statistical information on the number of awards issued. Included are cards and tabulations, reports compiled from the cards, and similar or related documents.**Disposition:** Destroy after 10 years. However, files from which essential information has been extracted will be destroyed after 1 year.

FN: 672-5-1g**Title:** Approved Medal of Honor award cases**Authority:** NC1-AU-81-02**Privacy Act:** A0672-5-1TAPC**Description:** Documents related to the recommendation, review, and

Table B-92**File category 672: Decorations, awards, and honors—Continued**

approval of the Medal of Honor. Included are approved requests and related documents.

Disposition: Permanent. Retire to WNRC.

FN: 672-5-1h**Title:** Proficiency awards**Authority:** NN-166-204**Privacy Act:** A0672-5-1TAPC**Description:** Information relating to the award of badges. Included are proficiency tests and related documents.**Disposition:** Destroy on transfer of the individual.

FN: 672-5-1i**Title:** Public award cases**Authority:** NC1-AU-83-12**Privacy Act:** A0672-5-1TAPC**Description:** Information concerning the recommendations, review, and approval or disapproval of awards to members of the public, non-career Government officials, private institutions, and non-U.S. citizens.

Included in each case are approved or disapproved requests, certificates, and similar information.

Disposition:

- a. Office exercising approval authority: Destroy after 56 years.

- b. Other offices: Destroy after 2 years.

FN: 672-5-1j**Title:** Special achievement awards**Authority:** NN-171-138**Privacy Act:** A0672-5-1TAPC**Description:** Information reflecting the recommendation, review and approval or disapproval of awards for achievements such as research and development and ROTC (excluding awards under AR 672-20) to posts, camps, stations, service schools, individuals, and groups. Included are requests, certificates, citations, and similar information.**Disposition:**

- a. Offices exercising awarding authority: Destroy after 5 years.

- b. Other offices: Destroy after 2 years.

FN: 672-10a**Title:** Expert field medical badge award (Rescinded, use FN672-5-1h.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 672-12a**Title:** Expert Infantryman Badge awards**Authority:** NN-166-204**Privacy Act:** A0672-5-1TAPC**Description:** Information relating to the award of the Expert Infantryman Badge. Included are proficiency tests and related documents.**Disposition:** Destroy on transfer of the individual.

FN: 672-20a**Title:** Incentive awards reports**Authority:** GRS 1, Item 13 and NN-166-204**Privacy Act:** Not applicable.**Description:** Information used to provide statistical information on participation, approvals, savings, and other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy in CFA after 3 years.

- b. Other offices: Destroy after 2 years.

FN: 672-20b**Title:** Incentive award cases**Authority:** GRS 1, Item 12a(1)**Privacy Act:** AO690-20TAPC**Description:** Information relating to submitting, evaluating, and approving or disapproving each incentive awards case. Included are approved and rejected suggestions and award nominations specified in AR 672-20.**Disposition:** Destroy 2 years after final action.

FN: 672-20c**Title:** Employee suggestion controls and subject indices

Table B-92**File category 672: Decorations, awards, and honors—Continued****Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information used as suspense control of employee suggestions on which action is not completed and subjective index to completed suggestions. Included are top portions of DA Form 1045 (Suggestion) and similar information. Transfer from control file to subject index file upon final action on suggestion.**Disposition:** Destroy 2 years after final action.**FN:** 672-20d**Title:** Civilian service emblem controls**Authority:** NN-166-204**Privacy Act:** AO690-20TAPC**Description:** Information showing eligibility for, or award of, civilian service emblems.**Disposition:** Destroy on transfer or separation of employee, or when no longer needed for current operations.**FN:** 672-20e**Title:** Local incentive awards committee meetings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting actions taken by local incentive award committees. Included are minutes of meetings and similar information.**Disposition:** Destroy after 3 years.**FN:** 672-20f**Title:** Award publicity**Authority:** NN-171-138**Privacy Act:** Not applicable.**Description:** Information related to publicizing or encouraging specific awards programs, such as the employee suggestion program. Included are record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar information.**Disposition:**

- a. Office having Army-wide responsibility: Destroy in CFA after 10 years.
- b. Other offices: Destroy after 2 years.

FN: 672-20g**Title:** Public award cases (Rescinded, use FN 672-5-1i.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 672-74a**Title:** Safety awards**Authority:** NC1-AU-78-95**Privacy Act:** Not applicable.**Description:** Information reflecting the consideration and selection of commands, installations, activities, and individuals for recognition of outstanding effort and achievement in preventing accidents. Included are approved requests, orders, certificates, citations, disapproved requests, and similar information.**Disposition:**

- a. Office having award selection responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 2 years.

B-82. File category 680: Personnel information systems*a. Prescribing directives.*

- (1) AR 680-1, Unit Strength Accounting and Reporting.
- (2) AR 680-31, Military Personnel Asset Inventory and Information Reconciliation.

b. Description. These records concern functions and procedures pertaining to personnel accounting and reporting of data concerning military and civilian personnel. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel. See table B-93.

Table B-93**File category 680: Personnel information systems****FN:** 680**Title:** General personnel information systems correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to personnel information systems which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to personnel information systems that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 680-1a**Title:** Military personnel registers**Authority:** NN-166-204**Privacy Act:** Not Applicable.**Description:** Documents used to record absences from military installations or activities on other than leave, containing signatures; time of departure or arrival; name, grade, rank of individual; destination and address while absent; length of absence; and similar information. Included are registers and similar documents.**Disposition:** Destroy after 6 months.**FN:** 680-1b**Title:** Informational personnel files (Rescinded; use FN 640a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 680-31a**Title:** Army strength reports**Authority:** NC1-AU-81-46**Privacy Act:** A0680-31bTAPC**Description:** Documents compiled to report actual or projected strength of the Army and various categories thereof. Included are special studies, plans, ADP summaries, printouts and listings, personnel asset inventories, and similar information.**Disposition:** a. Office having Army-wide responsibility: Cut off annually, hold 1 year in CFA, retire to WNRC with next regular shipment. Destroy 25 years after cutoff.

b. Reporting organizations and Military Personnel Strength Monitors at installations and MACOMs: Destroy after 2 years.

c. Other offices and TOE units: Destroy when no longer needed for current operations.

B-83. File category 690: Civilian personnel*a. Prescribing directives.*

- (1) AR 690-200, General Personnel Provisions.
- (2) AR 690-300, Employment (Civilian Personnel).
- (3) AR 690-400, Employee Performance and Utilization.
- (4) AR 690-500, Position Classification, Pay and Allowances.
- (5) AR 690-600, Equal Employment Opportunity Discrimination Complaints.
- (6) AR 690-700, Personnel Relations and Services.

- (7) AR 690–800, Insurance and Annuities.
- (8) AR 690–890, Federal Employees Health Benefits.
- (9) AR 690–900, Employment (Civilian Personnel).
- (10) AR 690–950, Career Management.
- (11) ER 690–1–711, Labor-Management Relations.

b. Description. These records concern the administration of the civilian personnel program. Most of the records contained in the 690series are prescribed by the Federal Personnel Manual (FPM). These FPM regulations are now being converted to Army regulations. This conversion is under the direction of The Deputy Chief of Staff for Personnel (DCSPER), HQDA.

(1) As the different chapters of the FPM are converted, they are placed into an “overall” series of ARs. For example, when chapter

274of the FPM is revised, it will be placed in AR 690–200, if the FPM chapter were 710, the AR number would be 700, chapter 840, 800, and so forth.

(2) Given this numbering structure, we have departed from several of the basic MARKS concepts to make the filing of civilian personnel records easier.

(3) The general correspondence category will be retained; however, for ease of filing there will be a general correspondence category for each of the major categories within the 690 series (for example, 690–200,690–300, 690–400, and so on).

(4) Changes from the basic MARKS concept for series 690–200, 690–300, 690–400, and so forth are listed in table B–94.This table lists the FPM chapters that fall under a specific AR 690-series.These changes will simplify filing within these category of records.

Table B–94
FPM chapters that fall under a specific AR–690 series

File category	Prescribing directive	Prescribing FPM chapters
690–200	AR 690–200	Not applicable.
690–300	AR 690–300	Records in the 690–300 series contain information prescribed by FPM chapters: 300, 301, 302, 304, 305, 306, 307, 308, 309, 310,311, 312, 315, 316, 330, 331, 332, 333, 334, 335, 337, 338, 339, 351, 352, 353,361, and 362.
690–400	AR 690–400	Records in the 690–400 series contain information that is prescribed by FPM chapters 410, 411, 412, 430, and 451.
690–500	AR 690–500	Records in the 690–500 series contain information that is prescribed by FPM chapters 511, 512, 530, 531, 532, 536, 539, 540, 550, 571, and 591.
690–700	AR 690–700	Records in the 690–700 series contain information that is prescribed by FPM chapters 711, 713, 715, 720, 731, 732, 733, 735, 736, 751,752, 754, 771, 722, and 792.
690–800	AR 690–800	Records in the 690–800 series contain information that is prescribed by the 800 series of chapters in the basic FPM.
690–890	AR 690–890	Records in the 690–890 series contain information that is prescribed by the 890 series of chapters in the basic FPM.
690–900	AR 690–900	Records in the 690–900 series contain information that is prescribed by FPM chapters 910, 920, 930, 931, 933, and 990.

c. Category files tables. Current 690 series FNs are listed in table B–95. Rescinded FNs in the 690 series are listed in table B–96.

Table B–95
File category 690: Civilian personnel

FN: 690

Title: General civilian personnel correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions;routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel which cannot logically be filed with the detailed record series listed below.(This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 690d

Table B–95
File category 690: Civilian personnel—Continued

Title: Employee evaluation records

Authority: II–NNA–1175

Privacy Act: A690–200TAPC

Description: Information used as a “tickler” file for follow-up interviews showing qualifications, personal data, interviews, training data, and evaluations. Included are DD Forms 237 (Interview and Evaluation Record) and similar information.

Disposition: Destroy 1 year after separation of employee. Cut off inactive file monthly.

FN: 690–1–711a

Title: Labor relation administration files

Authority: NC1–AU–78–113

Privacy Act: Not applicable.

Description: Correspondence and other information accumulating from administration of the Contract Work Hours Standard Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.

Disposition:

a. Offices at Army Staff:

(1) Copies of wage rate decisions made by Department of Labor:Destroy after 1 year.

(2) Remaining files: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

FN: 690–200

Title: General personnel management correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program

Table B-95**File category 690: Civilian personnel—Continued**

and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to personnel management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 690–200a

Title: Official personnel folders

Authority: GRS 1, Item 1, II–NNA–1175

Privacy Act: OPM/GOVT–1

Description: Information on civil service employees reflecting qualifications, efficiency, promotions, awards, certificates of clearance and security determinations under EO 10450, and similar information. Included are individual personnel folders.

Disposition:

a. **Transfer of employee:** Transfer folder to new employing office.

b. **Separation of employee:** Retire to NPRC (Civilian), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation unless retention is required by FPM Supplement 296–33. NPRC (CIV) will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.

Note: The civilian employee's medical file must be transferred or retired with the OPF. See disposition instructions for FN 40–5h.

FN: 690–200c

Title: Employee service records

Authority: NC1–AU–81–63; GRS 1, Item 2b

Privacy Act: OPM/GOVT–2

Description: Information reflecting the service of civil service employees. Included are Standard Forms 7 and similar information.

Disposition: Destroy 3 years after separation of employee or in accordance with foreign country's requirements, whichever is later.

FN: 690–200d

Title: Civilian personnel inspections

Authority: NC1–AU–78–51

Privacy Act: OPM/GOVT–2

Description: Information on inspections conducted by Director of Civilian Personnel, ODCSPER, HQDA; Bureau of Inspections, OPM; and other authorized officials. Included are reports of inspection, reports of corrective action taken, reclaims, and similar information.

Disposition:

a. **Office having Army-wide responsibility:** Destroy after 5 years.

b. **Other offices:** Destroy 1 year after next comparable inspection.

Note: Retain reports containing job evaluation determinations with effect on grade level standards until superseded.

FN: 690–200e

Title: Locator files

Authority: GRS 1, Item 11

Privacy Act: OPM/GOVT–1

Description: Information providing the name, address, telephone number, and similar data for each civilian employee assigned to an organization other than a NAFL.

Disposition: Destroy on transfer or separation of the employee.

FN: 690–200f

Title: Chronological journals

Authority: GRS 1, Item 14a

Privacy Act: OPM/GOVT–1

Table B-95**File category 690: Civilian personnel—Continued**

Description: Information used for preparing reports, reviewing actions previously processed, and preparing for OPM and DA inspections. Included are SF 50 (Notification of Personnel Action) (copy 5), and similar information.

Disposition: Destroy after 2 years. Cut off at the end of each month.

FN: 690–200g

Title: Civilian personnel program reports

Authority: NC1–AU–79–26

Privacy Act: Not applicable.

Description: Information which provides data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports, consolidations, summaries and extracts of reports, and similar information.

Disposition:

a. **Office having Army-wide responsibility:**

(1) Consolidated and summarized reports: Permanent.

(2) Other information: Destroy after 5 years, except destroy feeder reports after 1 year.

b. **Other offices:** Destroy after 5 years, except destroy feeder reports after 1 year.

FN: 690–300

Title: General civilian personnel employment correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian personnel employment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to civilian personnel employment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 690–300a

Title: Civil Service eligibility certificates

Authority: GRS 1, Item 5

Privacy Act: OPM/GOVT–5

Description: Information providing a record of requests to the OPM for certification of eligibles and reports of actions taken on certificates of eligibles. Included are SF 39 (Request for Certification) (copy 3), CSC Form 1844A (Certificate for Eligibles) (copy 2), SF 62 (Statement of Reasons for Objecting to an Eligible or Passing Over a Preference Eligible), and similar information.

Disposition: Destroy after 2 years.

FN: 690–300b

Title: Qualification standards

Authority: GRS 1, Item 7a(1)

Privacy Act: Not applicable.

Description: Information used for rating applications for appointments and approving noncompetitive actions. Included are index to standards, OPM Handbook X–118, examination announcements, special standards (such as promotion and training agreements), and similar information.

Disposition: Destroy when qualification standard is superseded.

(Superseded standards may be retained until OPM inspection covering period during which the standard was applicable.)

FN: 690–300c

Title: Rosters

Table B-95**File category 690: Civilian personnel—Continued**

Authority: GRS 1, Item 32**Privacy Act:** OPM/GOVT-5

Description: Information which provides an index to applications of qualified eligibles, governs the order of selection of applications for appointment, provides a basis for determining subsequent recruiting needs, provides a reference to determine actions taken on specific applications, and provides a reference to the Qualifications Standards file. Included are DA Form 236(Roster of Qualified Civilian Applicants) and similar information.

Disposition: Destroy after OPM inspection.

FN: 690-300d**Title:** Active applications**Authority:** GRS 1, Item 15**Privacy Act:** OPM/GOVT-5

Description: Information on persons who can be considered for appointment. Included are applications and related information.

Disposition: Destroy after 2 years or on receipt of OPM inspection report, whichever is first. (In all cases retain applications having direct bearing on an appointment in question until the question is settled.)

FN: 690-300e**Title:** Inactive applications**Authority:** GRS 1, Item 15**Privacy Act:** OPM/GOVT-5

Description: Information on applicants for Federal employment rated as not qualified for consideration for appointment, applicants for whom there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determinations preclude selection. Included are applications and related information.

Disposition: Destroy after 2 years or on receipt of OPM inspection report, whichever is first.

FN: 690-300f**Title:** Placement considerations**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5

Description: Information which pertains to employees who were considered to fill a vacancy but not selected, as well as information that is being held for future consideration of employment. Included are requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, "stopper lists," and similar information.

Disposition: Destroy after 5 years.

FN: 690-300g**Title:** Referrals and selections**Authority:** NC1-AU-81-21**Privacy Act:** OPM/GOVT-5

Description: Information showing placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register) and similar information.

Disposition: Destroy after 5 years.

FN: 690-300h**Title:** Competitive area/level files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information showing competitive levels within areas serviced by the civilian personnel officer which are used as a basis for preparing retention registers. Included are cards, listings, and similar information.

Disposition: Destroy on discontinuance of installation.

FN: 690-300i**Title:** Retention registers**Authority:** GRS 1, Item 17b(1)**Privacy Act:** AO690-200TAPC

Description: Information showing retention groups of employees according to tenure, length of service, performance ratings, and veterans preference.

Disposition: Destroy after 2 years, unless appeals are pending.

FN: 690-300j**Title:** Reemployment files

Table B-95**File category 690: Civilian personnel—Continued**

Authority: II-NNA-1175**Privacy Act:** A690-200TAPC

Description: Information on persons separated for military service, receiving compensable injury benefits, or serving overseas with reemployment rights, who have other restoration or reemployment rights. Included are DD Forms 234(Interview and Evaluation Record), skills listings, and similar information.

Disposition: Destroy 1 year after employee restoration or reemployment rights have expired. (Return to employee evaluation FN 690d if the person is reemployed.)

FN: 690-300k**Title:** Individual overseas employment referrals**Authority:** NN-168-121**Privacy Act:** OPM/GOVT-5

Description: Information on persons registered in the Overseas Employment Referral Program. Included in each folder are the application, name, skills, grade levels, and locations for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons, and similar information.

Disposition: Destroy 2 years after the person is dropped from the system.

FN: 690-300n**Title:** Severely physically handicapped appointment applications**Authority:** NC1-AU-81-13**Privacy Act:** OPM/GOVT-5

Description: Case files of approved or disapproved applications for appointment by severely physically handicapped persons under the special placement program. Included in each case file are copy of position description, SF 171 (Personal Qualifications Statement), copy of a report of medical examination reflecting nature and extent of the disability, statement of how the specific position and work environment accommodate the proposed appointee's disability, information on temporary trial appointments or, if not serving under such an appointment, VA or State vocational rehabilitation certification and supporting information, documentation of reasons for approval or disapproval, and related information.

Disposition: Destroy after 5 years.

FN: 690-300p**Title:** Expert and consultant data**Authority:** II-NNA-2094**Privacy Act:** OPM GOVT-1

Description: Information on experts and consultants, showing names, designations, rates of compensation, duties, and number of days service. Included are extra copies of personnel actions, descriptions of services to be performed, and similar information.

Disposition: Destroy 2 years after separation of employee.

FN: 690-300q (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 690-300r**Title:** Separated career employee files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** OPM CENTRAL-1

Description: Information on the separated career employee program as authorized by Civilian Personnel Regulation 330. Included are displacement orders issued by regional offices of Office of Personnel Management, DA Forms 1194-R (Noncareer Indefinite Employee Position Record), and similar information. This does not include documents to be retained in the OPF

Disposition: Destroy 1 year after completion of action. See FN 690-200a for disposition instructions for the OPF.

FN: 690-300s**Title:** Repromotion eligibility files**Authority:** NC-AU-76-6**Privacy Act:** OPM GOVT-1

Description: Information on employees who are demoted without

Table B-95**File category 690: Civilian personnel—Continued**

personal cause and who are eligible for placement in former or higher grade. Included are lists or cards recording names, titles, grades, and positions for which employees meet minimum qualification requirements.

Disposition: Destroy when employee is placed in former or higher grade.

FN: 690-300t

Title: Reduction-in-force

Authority: GRS 1, Item 17a

Privacy Act: OPM/GOVT-5

Description: Information reflecting reduction-in-force data, including name of employee, date, position, and grade, last performance rating, competitive level code, and similar information. Included are cards (punched and plain), card forms, and similar information.

Disposition: Destroy on separation of employee. However, cards used as work cards for preparation of retention registers will be destroyed on completion of the activity for which they were established.

FN: 690-300u

Title: Announcement, notification, and publicity files

Authority: NC1-AU-83-4

Privacy Act: Not applicable.

Description: Included are position announcement, public notices of opportunity to compete, notices of scheduled examinations, and material reflecting all efforts made to reach the best sources of quality candidates.

Disposition: Destroy 5 years after termination of related register.

FN: 690-300v

Title: Eligibles' certifications

Authority: NC1-AU-83-4

Privacy Act: OPM/GOVT-1

Description: SF 39 (Certificates of eligibility) and all information upon which certification is based.

Disposition: Destroy after 5 years.

FN: 690-300w

Title: Recruitment and hiring mail and correspondence

Authority: NC1-AU-83-4

Privacy Act: OPM/GOVT-1

Description: Communications resulting from normal operations in an examining office. Included are notifications of ineligibility, letters denying transfer of eligibility, correspondence concerning accommodations for holding examinations, and correspondence relating to the shipment of examination information and test material.

Disposition: Destroy after 1 year, except notifications of ineligibility may be returned to the applicant.

FN: 690-300x

Title: OPM reports

Authority: NC1-AU-83-4

Privacy Act: Not applicable.

Description: Information used to satisfy OPM's reporting requirements. Included are copies of quarterly, annual, or special reports and background material used to prepare reports.

Disposition: Destroy when superseded by a comparable report or when reporting requirement is rescinded.

FN: 690-300y

Title: Application record cards

Authority: NC1-AU-83-4

Privacy Act: Not applicable.

Description: OPM Form 5000A or equivalent.

Disposition: Destroy 90 days after the examination.

FN: 690-300z

Title: Examination answer sheets

Authority: NC1-AU-83-4

Privacy Act: Not applicable.

Description: Written test answer sheets for both eligibles and ineligibles.

Disposition: Destroy after 1 year.

FN: 690-300aa

Title: Lost or exposed test material cases

Authority: NC1-AU-83-4

Privacy Act: Not applicable.

Table B-95**File category 690: Civilian personnel—Continued**

Description: Information describing the circumstances surrounding the loss or unauthorized exposure of examination material. Included are specifics about the nature, extent, and cause of loss, investigative reports, and corrective action required.

Disposition: Destroy 5 years after case is closed.

FN: 690-300bb

Title: Displaced Employee Program (DEP)

Authority: NC1-AU-83-4

Privacy Act: AO690-200TAPC

Description: Information and rosters reflecting application and registration of individuals eligible to participate in the DEP.

Disposition: Destroy 3 months after employee's DEP eligibility expires.

FN: 690-300cc

Title: Special deferments

Authority: NN-166-204

Privacy Act: AO690-200TAPC

Description: Information on each request for deferment or action in support of deferment. Included are DD Form 97 (Summary of Occupational Deferment Actions) and similar information.

Disposition: Destroy 1 year after transfer or separation of person or on termination of deferment.

FN: 690-400

Title: General civilian employee performance and utilization correspondence files

Authority: Not applicable.

Privacy Act: Not applicable

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to civilian employee performance and utilization which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to civilian employee performance and utilization that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 690-400a

Title: Civilian training programs

Authority: NN-166-204, GRS 1, Item 29a(1)

Privacy Act: Not applicable.

Description: Information on establishing, managing, and evaluating local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registrations with Department of Labor, higher echelon approvals, and similar information.

Disposition:

a. Operating personnel offices: Destroy after 5 years, or 5 years after completion of a specific training program.

b. Other offices: Destroy after 2 years.

FN: 690-400b

Title: Civilian training materials

Authority: NC1-AU-78-94

Privacy Act: Not applicable.

Description: Information used in training civilian employees through short term on-post training courses and instructional conferences. Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar information.

Disposition:

Table B-95**File category 690: Civilian personnel—Continued**

- a. Offices preparing materials for Army-wide use: Destroy after 10 years. Cut off annually or PIF when superseded or obsolete and cut off at the end of that year.
- b. Offices preparing materials for local use: Destroy 2 years after superseded or obsolete.

FN: 690-400c**Title:** Civilian training reports**Authority:** NC1-AU-79-26, GRS 1, Item 29b**Privacy Act:** Not applicable.**Description:** Information showing the status of civilian training in Government and non-Government facilities. Included are reports and similar information.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 5 years.

FN: 690-400d**Title:** Installation training**Authority:** GRS 1, Item 29b**Privacy Act:** OPM/GOVT-1**Description:** Information showing attendance and progress of employees in specific courses involving on-the-job or off-the-job training. Included are completed forms reflecting training attendance, ratings, training time tables, and similar information.**Disposition:** Destroy in CFA after 5 years.

FN: 690-400e**Title:** Training and promotion agreements**Authority:** NC1-AU-79-26**Privacy Act:** Not applicable.**Description:** Information related to negotiating master training and promotion agreements with Office of Personnel Management for professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar information.**Disposition:**

- a. Office negotiating the agreement: Destroy 10 years after supersession or obsolescence.
- b. Other offices: Destroy after 2 years.

FN: 690-400f**Title:** Research and study fellowships**Authority:** NC1-AU-79-26**Privacy Act:** AO690-200TAPC**Description:** Information on awarding the Secretary of the Army's Research and Study Fellowships so outstanding career employees can make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar information.**Note:** Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate subjective file.**Disposition:**

- a. DA staff office performing final review: Destroy after 10 years.
- b. Reviewing offices of DA staff and major and intermediate commands: Destroy after 2 years.

FN: 690-400g**Title:** Civilian training waivers**Authority:** GRS 1, Item 29b**Privacy Act:** AO690-200TAPC**Description:** Information authorizing waivers to selection and assignment criteria for employee training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar information.**Note:** Operating personnel offices will use FN 690-400j.**Disposition:**

- a. Offices responsible for authorizing the waivers: Destroy when 5 years old or 5 years after completion of a specific training program.
- b. Other offices: Destroy after 2 years.

FN: 690-400h**Title:** Non-Government training contributions

Table B-95**File category 690: Civilian personnel—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.**Description:** Information on authorizing civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities and to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. Included are requests for approval of acceptance, certifications on tax exempt status of the contributing organization, acceptance authorizations, and similar information.**Disposition:** Destroy after 3 years.

FN: 690-400i**Title:** Foreign training approvals**Authority:** NC1-AU-78-94**Privacy Act:** Not applicable.**Description:** Information on approving the use of foreign governmental facilities or international organization facilities for training civilian employees. Included are recommendations for use of such facilities, approvals, and similar information.**Note:** Excluded are contractual information and personnel assignment information.**Disposition:**

- a. Office responsible for DA approval: Destroy 5 years after withdrawal of the facility for training purposes.
- b. Recommending offices: Destroy on determination that services of the foreign facility are no longer required.
- c. Other offices: Destroy after 2 years.

FN: 690-400j**Title:** Non-Government training**Authority:** II-NN-3557**Privacy Act:** AO690-200TAPC**Description:** Information showing contract training of civilian employees in non-Government facilities. Included are requests for training approval, justifications, obligated service agreements, recommendations for waivers, approvals, and similar information.**Disposition:** Destroy in CFA 3 years after completion of training or upon expiration of obligated service agreement.

FN: 690-400k**Title:** Records of training**Authority:** GRS 1, Item 29b**Privacy Act:** OPM/GOVT-1**Description:** Information showing individual trainee participation in off-the-job training courses. Included are second copies of completed record of training forms and similar information.**Disposition:** Review annually and destroy that portion on persons no longer employed at the installation.

FN: 690-500**Title:** General position classification, pay and allowances correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to position classification, pay, and allowances which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to position classification, pay, and allowances that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

Table B-95**File category 690: Civilian personnel—Continued**

- a. ACTION: Destroy after 2 years.
 b. NONACTION: Destroy when no longer needed for current operations.

FN: 690-500a**Title:** Master job descriptions**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.

Description: Information used in analyzing a specific position to determine whether the position matches an existing job. Included are DA Forms 374 (Job Description) and similar information.

Disposition:

- a. Record copy: Destroy 5 years after position is abolished or description superseded, unless there is a likelihood the job will be reestablished.
 b. Other copies: Destroy when position is abolished or description superseded.

FN: 690-500c**Title:** Job description extra copies**Authority:** GRS 1, Item 7b**Privacy Act:** Not applicable.

Description: Copies used for distribution to employees and filing in official personnel folders when personnel actions are processed.

Disposition: Destroy when superseded or when job is abolished.**FN:** 690-500d**Title:** Job number logs**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information reflecting a continuous list of numbers assigned and other identifying data on evaluated jobs. Included are registers, logbooks, and similar information.

Disposition: Destroy on discontinuance of installation or when a new numbering system is prescribed.**FN:** 690-500e**Title:** Civilian position structure**Authority:** II-NNA-1175**Privacy Act:** Not applicable.

Description: Information reflecting the civilian position structure of each organizational segment. Included are individual organizational folders containing position structure charts, summaries and survey lists, job descriptions, target transition plans, evaluation statements, and similar information.

Disposition: Destroy when superseded or obsolete.**FN:** 690-500f**Title:** Group action request lists**Authority:** NN-166-204**Privacy Act:** OPM/GOVT-1

Description: Information relating to processing personnel and position actions resulting from job surveys. Included are DA Forms 279 (Group Action Request List) (copy 1).

Disposition: Destroy in CFA 4 years after supersession.**FN:** 690-500g**Title:** Job standards**Authority:** GRS 1, Item 7a(1)**Privacy Act:** Not applicable.

Description: Information which provides guidance in evaluating jobs. It consists of OPM and DA classification and qualification standards. Included are job evaluation decisions, post-audit reports by OPM and higher headquarters which have the effect of standards, and similar information.

Disposition: Destroy on supersession.**FN:** 690-500h**Title:** Job standards development**Authority:** GRS 1, ITEM 7a(2)**Privacy Act:** Not applicable.

Description: Information on developing classification or qualification standards. Included are tentative drafts of standards, correspondence, project schedules and materials, and similar information.

Disposition: Review at least yearly after publication of final standards and destroy all information which has been superseded or is no longer applicable.**FN:** 690-500i**Table B-95****File category 690: Civilian personnel—Continued****Title:** Wage rates**Authority:** NC1-AU-78-51**Privacy Act:** Not applicable.

Description: Information on determining and applying base rate schedules for wage grade jobs. Included are tentative and revised schedules of full-scale wage surveys, requests for changes to surveys and survey schedules, minutes of meetings, comments, recommendations and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials, data summaries, wage schedules, notifications of wage schedule applications, and similar information.

Disposition:

- a. DOD Wage Fixing

Authority: Permanent. PIF on completion of succeeding full-scale survey and cut off at the end of that year.

b. Locality wage fixing boards: Destroy on completion of succeeding full-scale survey.

c. Other offices: Destroy when superseded, obsolete, or no longer required for current operations.

FN: 690-500j**Title:** Merit pay computations**Authority:** NC1-AU-84-4**Privacy Act:** OPM/GOVT-1

Description: Information for a merit pay unit listing covered employees. Included are initial salary, computation of funds for the unit, salary increases granted automatically, merit pay increases granted based on points received from a performance appraisal rating, and similar information.

Disposition: Destroy 7 years after date of computation of pay increase.**FN:** 690-500k**Title:** Differential and allowances**Authority:** NC1-AU-78-71**Privacy Act:** Not applicable.

Description: Information to assist overseas civilian personnel offices to document employee eligibility for foreign post differential and foreign quarters and post allowances. Included are SF 1190 (Foreign Allowances Application, Grant, and Report) and similar information.

Disposition: Destroy 3 years after end of fiscal year in which all allowances granted have been terminated.**FN:** 690-600a**Title:** EEO complaint cases**Authority:** GRS 1, Item 26a**Privacy Act:** A0690-600SAMR

Description: Information reflecting complaints of personnel and job applicants concerning Equal Employment Opportunity (EEO) cases resolved within the agency by Equal Employment Opportunity Commission or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of decisions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy 4 years after final resolution of case.
 b. Other offices: Destroy 2 years after final resolution of case.

FN: 690-700**Title:** General personnel relations and services correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to personnel relations and services which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

Table B-95**File category 690: Civilian personnel—Continued**

b. **NONACTION:** Matters relating to personnel relations and services that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 690-700a

Title: Adverse actions

Authority: NC1-AU-78-82

Privacy Act: OPM GOVT-3

Description: Information on proposed adverse personnel actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Included are notice of proposed adverse action, employee's reply, statements of witnesses, notice of decision, and similar information. Excluded are letters of reprimand. Use FN 690-200a.

Disposition: Destroy after 7 years unless employee appeals, in which case transfer to FN 690-700b.

FN: 690-700b

Title: Appeal and grievance cases

Authority: NC1-AU-78-81

Privacy Act: A0690-700DAPE

Description: Information showing actions taken on appeals and grievances submitted by civilian employees. Included in each case file are employee grievance record, decisions delivered, including records of grievance committee, review decisions, and similar information.

Disposition: Destroy in CFA after 7 years unless appeals are pending.

FN: 690-700c

Title: Basic labor relations

Authority: NN-171-131

Privacy Act: Not applicable.

Description: Information relating to overall labor relations between Army elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and similar information.

Disposition: Destroy 2 years after termination of recognition. When recognition of a labor organization is terminated and then renewed before the 2-year period expires, bring information forward to the current file.

FN: 690-700d

Title: Labor negotiations

Authority: NC1-AU-83-47

Privacy Act: Not applicable.

Description: Information relating to contract negotiations between Army elements and labor organizations. Included are labor organization proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, nonnegotiability documents, and similar information.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 690-700e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 690-700f

Title: EEO reports

Authority: GRS 1, Item 25f

Privacy Act: Not applicable.

Description: Information reflecting activities and conditions related to equal employment opportunity for civilian employees. Included are statistical and narrative reports, training report information, summaries and consolidations, and similar information.

Table B-95**File category 690: Civilian personnel—Continued**

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 2 years.

FN: 690-700g

Title: EEO surveys

Authority: GRS 1, Item 25d

Privacy Act: Not applicable.

Description: Surveys on implementation and effectiveness of EEO programs. Included are reviews, appraisals, recommendations, final survey reports, and similar information.

Disposition:

a. Office having Army-wide responsibility: Destroy after 7 years.

b. Other offices: Destroy after 2 years.

FN: 690-700i

Title: Applicant race, sex, national origin, and disability status files

Authority: GRS 1, Item 25f

Privacy Act: OPM GOVT-7

Description: Information reflecting race, sex, national origin, and disability status. Included are OPM Form 1386, Standard Form 256, and similar information.

Disposition: Destroy after 5 years.

FN: 690-700j

Title: Appeal and grievance logs

Authority: NC-AU-76-5

Privacy Act: Not applicable.

Description: Information showing a continuing list of numbers assigned to control individual appeal and grievance case files. Included are registers, logbooks, cards, and similar information.

Disposition: Destroy when no longer needed to facilitate or control individual case files.

FN: 690-800

Title: General insurance and annuities correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to insurance and annuities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to insurance and annuities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 690-800a

Title: Compensation cases

Authority: GRS 1, Item 31

Privacy Act: DOL/ESA-13

Description: Information relating to individual civilian employee compensation cases for work-related injury or illness. Included are examining physician's reports, investigative reports, information substantiating claims, applications for compensation and supporting information, U.S. Department of Labor forms, and similar information. Note: Final adjudication regarding compensation claims or awards is made by the U.S. Department of Labor, Office of Worker's Compensation Program (OWCP) (or OWCP's district offices.) In the event a case is reopened at any time after this file has been destroyed, documents can be retrieved from the National Archives, through the

Table B-95**File category 690: Civilian personnel—Continued**

Department of Labor. Point of contact with Department of Labor is the Records Officer for Employment Standards Administration, Department of Labor, 200 Constitution Ave, N.W. Washington, DC 20210.

Disposition: Destroy 5 years after compensation is terminated.

FN: 690-890a

Title: Former spouse health benefits

Authority: OPM

Privacy Act: OPM/CENTRAL-1

Description: Information on implementing that portion of the Civil Service Retirement Spouse Equity Act of 1984 allowing for former spouses of Federal employees, former employees, and annuitants to enroll in the Federal Employee Health Benefits (FEHB) Program. Included are applications, court orders, employing office's copy of SF 2809 and SF 2810, eligibility approval or denial letters, and similar information.

Disposition: Transfer file to OPM upon occurrence of any of the following:

- a. The former spouse cancels the enrollment.
 - b. The employing office terminates the enrollment.
 - c. The former spouse begins receiving an annuity payment.
-

FN: 690-900

Title: General and miscellaneous civilian personnel correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

- a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to general and miscellaneous civilian personnel which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)
- b. NONACTION: Matters relating to general and miscellaneous civilian personnel that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 - b. NONACTION: Destroy when no longer needed for current operations.
-

FN: 690-900a

Title: Individual apprentice training

Authority: GRS 1, Item 29b

Privacy Act: OPM/GOVT-1

Description: Information on apprenticeship training. Included are apprenticeship applications, apprenticeship agreements, notices of authorization for training and subsistence allowance, Department of Veterans Affairs certificates of eligibility and entitlement, Veterans Affairs notices of expiration of entitlement, daily progress records, monthly progress reports, and similar information.

Disposition: Destroy 5 years after completion of prescribed training course. However, when apprentice does not complete training, destroy 6 years after he or she drops out of training.

FN: 690-900b

Title: Apprentice training examinations

Authority: NN-166-204

Privacy Act: OPM GOVT-1

Description: Information showing an apprentice's achievement in the training program.

Disposition: Destroy after 1 year.

FN: 690-900c

Title: SES, ST, and Supergrade files

Authority: GRS 1, Item 23b(3) and NC1-AU-81-70

Table B-95**File category 690: Civilian personnel—Continued**

Privacy Act: OPM/GOVT-1

Description: Information concerning senior executive service (SES), scientific and technical (ST), and supergrades generated according to 5 USC 3104, 3131, and 3324. Included are copies of position descriptions, position evaluations, and data on present position incumbent such as individual's qualifications, promotions, and awards.

Disposition: Office with responsibility to monitor and control SES career related records:

- a. General position documentation: Destroy in CFA 5 years after cancellation of position.
 - b. Information relating to current position incumbent: Destroy in CFA 5 years after transfer or separation of employee.
-

FN: 690-900d

Title: Hours of work

Authority: NC1-AU-80-7

Privacy Act: Not applicable.

Description: This is information relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. Included are coordinating actions, studies, interpretations, published record copies of instructions, letters, messages, and similar information.

Disposition:

- a. Office having Army-wide responsibility: Destroy when no longer needed for current operations.
 - b. Other offices: Destroy 1 year after no longer effective.
-

FN: 690-950a

Title: Career management referrals

Authority: NC1-AU-81-21

Privacy Act: OPM/GOVT-5

Description: Information showing placement and promotion actions under the Career Management Program. Included are DA Form 2302-2-R (Civilian Career Program Referral Record) and similar information.

Disposition: Destroy after 5 years.

FN: 690-950b

Title: Occupational inventories

Authority: II-NN-3557

Privacy Act: OPM/GOVT-5

Description: Information on persons registered in specific career fields showing qualifications, availability, appraisals, and other data. Included are forms, printouts, and similar information.

Disposition: Destroy 2 years after person is no longer eligible for consideration.

FN: 690-950c

Title: Career intern input requirements

Authority: II-NN-3557

Privacy Act: Not applicable.

Description: Information showing trainee input requirements in occupational fields. Included are letters, forms, printouts, and similar information.

Disposition: Destroy after 2 years.

Table B-96**File category 690: Civilian personnel—rescinded FNs**

FN: 690a

Title: Office civilian personnel registers

Use: FN 1y

FN: 690b

Title: Office civilian personnel locator

Use: FN 1z

FN: 690c

Title: Office civilian travel

Use: FN 1hh

FN: 690e

Title: Office pending requests

Use: FN 1dd

FN: 690f

Table B-96 File category 690: Civilian personnel—rescinded FNs—Continued
Title: Office general personnel files—civilian Use: FN 1w
FN: 690-200b Title: Office supervisor or manager civilian employee records Use: FN 1aa
FN: 690-300m Title: Office separations for military service Use: FN 1cc
FN: 690-500b Title: Office civilian job descriptions Use: FN 1bb
FN: 690-700h Title: EEO complaint cases Use: FN 690-600a
FN: 690-950d Title: Repromotion eligibility files Use: FN 690-300s

B-84. File category 700: Logistics

a. Prescribing directives.

- (1) AR 700-4, Logistic Assistance Program.
- (2) AR 700-15, Packaging of Materiel.
- (3) AR 700-16, Obtaining, Storing, and Retrieving Container Design Data.
- (4) AR 700-22, Worldwide Ammunition Reporting System (WARS) (RCS:CSGLD-1322(R1)(MIN)).
- (5) AR 700-36, Overseas Laboratories for Support of Quality Surveillance on Petroleum Products.
- (6) AR 700-47, Defense Standardization and Specification Program.
- (7) AR 700-65, Nuclear Weapons and Nuclear Weapons Materiel.
- (8) AR 700-84, Issue and Sale of Personal Clothing.
- (9) AR 700-90, Army Industrial Preparedness Program.
- (10) AR 700-127, Integrated Logistic Support.
- (11) AR 700-131, Loan of Army Materiel.
- (12) AR 700-138, Army Logistics Readiness and Sustainability.
- (13) AR 700-142, Materiel Release, Fielding, and Transfer.
- (14) DA Pam 700-23, Replacement of Industrial Plant Equipment in the Production Base Support Program.

b. Description. These records concern logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Records pertaining to a specific logistical function are placed in the appropriate 700 series. See table B-97.

Note. Personal clothing records, prescribed by AR 700-84, are included within FN 710-2g, Soldier Issue Files, for the convenience of organizations maintaining such records.

Table B-97 File category 700: Logistics
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FN: 700 Title: General logistics correspondence files Authority: NN-167-31 and NN-165-192 Privacy Act: Not applicable. Description: a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related papers; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information

Table B-97 File category 700: Logistics—Continued
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relating to logistics which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to logistics that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 700-4a
Title: Customer supply assistance reports
Authority: II-NN-1411

Privacy Act: Not applicable.

Description: Reports of visits made by Army supply assistance personnel relative to supply assistance provided installations and activities.

Disposition: Destroy after 2 years.

FN: 700-15a
Title: Packaging and handling deficiency reports
Authority: II-NNA-1462

Privacy Act: Not applicable

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of deficiencies, reports of corrective action, and similar information.

Disposition: Destroy after 1 year.

FN: 700-16a
Title: Ammunition demilitarization and renovation work orders
Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents pertaining to the demilitarization and renovation of ammunition. Included are work orders, issue slips, turn-in slips, renovation work sheets, cost and production records, expenditure orders, and related papers.

Disposition: Destroy after 1 year.

FN: 700-16b
Title: Ammunition lot histories
Authority: NC1-AU-80-28

Privacy Act: Not applicable.

Description: Documents relating to the inspection and acceptance of complete rounds of ammunition, propellants, missiles, and rocket motors. Included are data cards, acceptance sheets, firing records, and related papers.

Disposition: Destroy 45 years after acceptance of each lot of ammunition and shipment from storage. DO NOT RETIRE.

FN: 700-16c
Title: Depot surveillance files
Authority: NN-166-204

Privacy Act: Not applicable.

Description: Depot surveillance record or cards maintained as a cumulative record covering the entire period of storage of a lot of ammunition at an installation.

Disposition: Destroy 2 years after the ammunition is shipped or other disposition is made.

FN: 700-22a
Title: Storage reporting files
Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar information.

Disposition: Destroy after 2 years.

FN: 700-22b
Title: Ammunition, guided missile, and rocket status reporting files

Table B-97**File category 700: Logistics—Continued****Authority:** NC1-AU-77-49**Privacy Act:** Not applicable.**Description:** Reports submitted by field installations and activities to furnish data for budget estimates, distribution planning, and procurement scheduling relative to ammunition, guided missiles, and large rockets.**Disposition:**

- a. Office having Army-wide responsibility:
 - (1) Consolidated or summary reports: Destroy after 5 years.
 - (2) Feeder reports: Destroy on extraction of data.
- b. Other offices and TOE units: Destroy after 2 years.

FN: 700-22c**Title:** Ammunition inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Inspection reports on ammunition in storage and ammunition storage conditions.**Disposition:** Destroy on completion of the next inspection.**FN:** 700-22d**Title:** Ammunition data cards**Authority:** NC1-AU-83-08**Privacy Act:** Not applicable.**Description:** Cards containing information on the nomenclature, characteristics, drawing and specification number, lot number, quantity, names of manufacturers, and other data on each lot of ammunition, ammunition components and explosives held in storage.**Disposition:**

- a. Ammunition Storage Activities: Destroy 1 year after ammunition lot has been exhausted locally.
- b. Ammunition Data Card Repositories: Retain in CFA. Destroy 75 years after acceptance of ammunition lot. Do not retire to a Federal Records Center.

FN: 700-22e**Title:** Ammunition suspension cards**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Cards reflecting the identifying features of ammunition items suspended from issue or use because of malfunction.**Disposition:** Destroy on receipt of release or when lot is published as permanently suspended.**FN:** 700-22f**Title:** Ordnance stock subsidiary controls**Authority:** II-NNA-1462**Privacy Act:** Not applicable.**Description:** Lot and stock record cards, and credit, debit, and adjustment vouchers maintained by stock control divisions as subsidiary accounts to control ammunition stock control accounts (Ammunition Field Service Account). Lot and stock record cards will be continued in effect until filled or final entry is made thereon.**Disposition:** Destroy after 2 years.**FN:** 700-23a**Title:** Industrial reserve equipment historical property records**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DD Form 1342 (DOD Property Record), similar forms, inspection data cards, and checklists maintained by works, plants, and arsenals for production equipment held in industrial reserve.**Disposition:** Destroy on salvage, scrapping, or other final disposition of equipment.**FN:** 700-36a**Title:** Petroleum product analysis reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents created incident to the testing of petroleum products as they pertain to the acceptability of such products in connection with new procurement or the analyses required of petroleum units in custody of Army storage facilities. A copy of the petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the**Table B-97****File category 700: Logistics—Continued**

procurement file to which it relates for disposition with the related procurement file.

Disposition: Destroy after 2 years.**FN:** 700-47a**Title:** Standardization documents**Authority:** NC1-AU-85-70**Privacy Act:** Not applicable.**Description:** Record sets consisting of one copy of each published military and industry standard, specification, or handbook prepared or adopted on behalf of the DOD by the Army and reference sets of Federal, military, and industry standards, specifications, and handbooks used by the Army.

Note: A record set of Federal standardization documents will not be maintained by the Army since GSA is responsible for their publication and distribution, nor will a record set of any standardization documents be maintained as publication record sets described in the 310 series of this regulation.

Disposition:

- a. Record sets (maintained by the preparing activity): Destroy 20 years after cancellation or supersession of the standardization document.
- b. Other offices: Destroy upon cancellation or supersession of the standardization document.

FN: 700-47b**Title:** Materiel standardization plans**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents related to the development of formal plans for standardization of FCS classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.**Disposition:**

- a. Departmental Standardization Office: Destroy after 5 years.
- b. Office of the preparing assignee activity: Destroy 2 years after completion or cancellation of all projects scheduled in the plan.
- c. Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.

FN: 700-47c**Title:** Standardization document formulations**Authority:** NC1-AU-77-75**Privacy Act:** Not applicable.**Description:** Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks and documents relating to the adoption of industry standardization documents when the Army is assigned responsibility for completing the action. Included are project initiation letters or assignments, reports of preliminary conferences, draft standardization documents and comments on them, necessary drawings, notices, agenda, and minutes of meetings, study project reports, coordinating actions, and copies of the published standardization documents with communications relating to them.**Disposition:**

- a. Office of the responsible preparing activity and office the responsible assignee activity: Destroy 5 years after publication of the standardization document.
- b. Other offices: Destroy after 2 years.

FN: 700-47d**Title:** Standardization document collaborations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to Army participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other military departments or Federal agencies, or in the adoption of industry standardization documents by other military departments and Federal agencies. Included are copies of proposed standardization documents

Table B-97**File category 700: Logistics—Continued**

and comments on them, notices, agenda, and minutes of meetings, and related documents.

Disposition:

- a. Responsible coordinating or participating activity: Destroy 5 years after publication of the standardization document.
- b. Other offices: Destroy after 2 years.

FN: 700-47e**Title:** Military supply standards**Authority:** NN-164-204**Privacy Act:** Not applicable.

Description: Documents created in preparing Military Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified re-entry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies and technical analyses, and related papers.

Disposition: Destroy on revision or supersession of the related Military Supply Standard or Supplement.

FN: 700-47f**Title:** Qualified product list formulations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents related to the preparation, review, issue, revision, and cancellation of lists which certify that a particular product or item has been tested, examined, or otherwise qualified for compliance with the requirements of the particular specification. Included are notifications of intent to establish, reissue, or expand a Qualified Products List (QPL), correspondence with manufacturers, certifications as to authorized distributors, qualification test reports, notifications of test results, and related papers.

Disposition:

- a. Preparing activity:
 - (1) Papers relating generally to the overall QPL: Destroy on supersession or cancellation of the QPL.
 - (2) Papers relating to the qualification of a particular item: Destroy on elimination of qualification requirement or when the item no longer qualifies, whichever comes first.
- b. Other offices: Destroy after 2 years.

FN: 700-47g**Title:** Item standardization deviations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents created in maintaining items standardization through approving, disapproving, or commenting on proposed procurement of nonstandard items but not documents belonging in procurement transaction files. Included are requests and justifications for procurement of nonstandard or nonpreferred items, requests for authority to procure technical equipment without advertising, decisions, recommendations, agenda, minutes, and other papers of the advisory committee on procurement without advertising of technical equipment and components, approvals, disapprovals, and appeals, coordinating actions, and related papers.

Disposition:

- a. Offices having Army-wide responsibility, Office of the Chairman of the Advisory Committee on Procurement Without Advertising, and office of the responsible assigned activity: Destroy 6 years after cancellation or expiration of the standardization deviation.
- b. Other offices: Destroy after 2 years.

FN: 700-47h**Title:** Standardization reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.

Disposition:

- a. Consolidated reports: Destroy after 2 years.
- b. Feeder reports: Destroy on preparation of the next comparable report.

FN: 700-47i

Table B-97**File category 700: Logistics—Continued**

Title: Standardization program recommendations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to Army participation in the formulation of the materiel standardization program. Included are recommendations for standardizations plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendations, and related papers.

Disposition:

- a. Departmental Standardization Office and offices of assignee activities: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 700-65a**Title:** International nuclear logistics files**Authority:** NC1-AU-77-88**Privacy Act:** Not applicable.

Description: Information which establishes DA positions relative to negotiations and planning of nuclear weapons programs of cooperation. Included are monitoring of military sales of nuclear capable systems and chemical and biological protective items.

Disposition: Permanent. PIF when related plan is finalized and cut off at the end of that year.

FN: 700-84a**Title:** Personal property accounts**Authority:** NN-166-204**Privacy Act:** A0710-2aDALO

Description: Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.

Disposition: Destroy after 2 years.

FN: 700-84b**Title:** ROTC commutation of uniforms**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents on commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.

Disposition: Destroy 3 years after the school year end in which commutation of uniforms for a class will no longer continue. (The active period is 4 years for institutions drawing commutation for basic and advanced students. It is 2 years for institutions drawing commutation for advanced students only.)

FN: 700-84c**Title:** Clothing sale price lists**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Lists and supplements reflecting current prices for clothing store items.

Disposition: Destroy after 2 years.

FN: 700-84d**Title:** Clothing cash and charge sales**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tape, cash register detail tapes, machine sales tickets, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account.

Disposition: Destroy after 2 years or after audit, whichever is first. However, cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.

FN: 700-84e**Title:** Clothing issue/sales stores establishment files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

Description: Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of Army Military Clothing Sales Stores (AMCSS) and

Table B-97**File category 700: Logistics—Continued**

Clothing Initial Issue Points (CIIPS). Included are recommendations for establishment, change of capacity, or discontinuance of such facilities, justification data, survey reports, approvals or disapprovals, and notifications of establishment or discontinuance.

Disposition:

- a. Office having Army-wide responsibility: Destroy approvals 2 years after discontinuance of the related facility. Destroy disapprovals after 1 year.
- b. Other offices: Destroy approvals on discontinuance of the related facility. Destroy disapprovals after 1 year.

FN: 700-84f**Title:** Clothing issue/sales stores reporting files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

Description: Documents constituting a part of the reporting system on clothing issue point and sales store operations. Included are Summary of Operations-Army Clothing Sales Stores and Clothing Initial Issue Points reports and related information.

Disposition:

- a. Office having Army-wide responsibility: Destroy consolidated or summary reports after 5 years. Destroy feeder reports on extraction of data.
- b. Other offices: Destroy after 2 years.

FN: 700-84g**Title:** Clothing issue/sales stores program files**Authority:** N1-AU-89-11**Privacy Act:** Not applicable.

Description: Documents resulting from actions taken to evaluate and improve the overall clothing issue and sales stores program. Included are staff studies, survey and test reports, coordination actions, correspondence, and related documents.

Disposition:

- a. Office having Army-wide responsibility: Destroy 2 years after completion of next comparable study or survey, or when no longer needed for reference purposes.
- b. Other offices: Destroy after next comparable survey or study.

FN: 700-90a**Title:** Production requirement data**Authority:** NC1-AU-77-68**Privacy Act:** Not applicable.

Description: Documents used in arriving at future production and industrial mobilization requirements. Included are production reports, industrial mobilization reports, studies involving such aspects as production plans, production rates, production deliveries, production slippages, and production difficulties, and documents containing similar data.

Disposition:

- a. Office having Army-wide responsibility:
 - (1) Studies and consolidated or summary reports: Permanent.
 - (2) Feeder reports: Destroy on extraction, summarization, or consolidation of data.
- b. Other offices of the Army staff: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

FN: 700-90b**Title:** Production record reports**Authority:** II-NNA-2325**Privacy Act:** Not applicable.

Description: Documents relating to production control of items on the Department of Defense Consolidated List of Principal Military Items. Included are production records, schedules and estimates, documents containing similar data, and related papers concerned with scheduling, dispatch, follow-up, and control of production items.

Disposition: Destroy after 5 years.**FN:** 700-90c**Title:** Industrial mobilization reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports and directly related documents reflecting progress and status of industrial mobilization and production and procurement planning.

Table B-97**File category 700: Logistics—Continued****Disposition:** Destroy after 2 years.**FN:** 700-90d**Title:** Industrial mobilization facilities**Authority:** II-NNA-2147**Privacy Act:** Not applicable.

Description: Documents relating to individual facilities (commercial concerns on plants) and specific items of supply that are used in determining past and future production capabilities or related uses allied to mobilization planning. Included are facility allocations, procurement and production planning schedules, current procurement and production schedules, planning studies and reports submitted by industrial concerns, inspection reports, specifications, drawings, and related papers.

Disposition: Destroy 6 years after the removal of related facility from list of prospective supply sources, or removal of related supply item from list of designated commodities.

FN: 700-90e**Title:** Production equipment histories**Authority:** NC1-AU-77-69**Privacy Act:** Not applicable.

Description: Documents used in the utilization, redistribution, and disposal of production equipment. Included are cards, reports, forms, and related papers. These files will accompany the equipment on transfer within the Army or on transfer to another military department.

Disposition:

- a. Office having Army-wide responsibility: Destroy 6 years after final disposition of equipment.
- b. Other supervisory offices:
 - (1) Reports: Destroy after 2 years.
 - (2) Cards used as central control files: Destroy after final disposition of related equipment.
- c. Offices maintaining equipment: Destroy 2 years after final disposition of the equipment, such as by sale or salvage.

FN: 700-90f**Title:** Industrial defense surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents on surveys of installations listed in the Key Facilities List, which contains information and recommendations affecting organization, physical security, production, and personnel continuity measures required to ensure uninterrupted operations of key facilities essential to mobilization. Included are—

- a. Copies of industrial defense surveys.
- b. Letters and reports.
- c. Narrative descriptions.
- d. Related documents.

Disposition:

- a. Offices having DA staff responsibility: Destroy after 1 year, on completion of review and analysis, or removal from Key Facilities List, whichever is first.
- b. Preparing offices:
 - (1) Initial survey: Destroy after 5 years or on removal from Key Facilities List, whichever is first.
 - (2) Narrative descriptions, photographs, maps, and similar descriptive material essential to conduct future surveys may be kept until superseded, obsolete, or no longer required.
 - (3) Annual surveys and letter reports: Destroy after 2 years or on removal from Key Facilities List, whichever is first.
- c. Other offices: Destroy after 2 years.

FN: 700-90g**Title:** Industrial defense operations**Authority:** NC1-AU-79-5**Privacy Act:** Not applicable.

Description: Documents on the operation of the industrial defense program by offices assigned that responsibility. Included are survey schedules, periodic reports, facilities lists, and general related information.

Disposition: Destroy after 3 years.**FN:** 700-90h**Title:** Key Facilities Lists**Authority:** NC1-AU-79-14

Table B-97**File category 700: Logistics—Continued**

Privacy Act: Not applicable.

Description: Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists, DD Forms 451 (Industrial Facilities Protection Program Change Lists), and related information.

Disposition:

- a. Lists published before 1 July 1974: Permanent.
 - b. Other published lists: Destroy when superseded by a new list.
 - c. DD Forms 451: Destroy 2 years after removal from the list, except correction forms may be destroyed after notation of correction.
-

FN: 700-127a

Title: Integrated Logistic Support Plan (ILSP)

Authority: To be determined.

Privacy Act: Not applicable.

Description: A Government-prepared document that lays out the total ILS strategy for a materiel system. It is prepared initially by the materiel developer, coordinated by the combat developer, logistician, and other participants, and made available 60 days prior to Milestone I, the ILSP is updated prior to each milestone decision. Approval of the decision review body constitutes approval of the ILSP which then becomes the action guide for all ILS program participants.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-127b

Title: Materiel Fielding Plan (MFP)

Authority: To be determined.

Privacy Act: Not applicable.

Description: A Government-prepared document that includes the user planning, programming, and budgeting for the materiel system support requirements.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-127c

Title: Logistic Support Analysis/Logistic Support Analysis Record (LSA/LSAR)

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on LSA created to ensure that ILS and MANPRINT influence system design and selection. Included are documents on analytical support concepts, project workforce and personnel requirements, design trade-offs to optimize logistic supportability, and MANPRINT considerations. The LSAR is a consolidation of logistics oriented technical information for the various engineering disciplines and ILS elements into one file to reduce redundancy, facilitate timely usage, and enhance consistency between elements and disciplines.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-131a

Title: Equipment loans

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting loan of equipment, tools, or material to, or from, other Government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting for items involved.

FN: 700-138a

Title: Army aircraft inventory, status, and flying time.

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness of aircraft. Included are aircraft inventory, status, flying time reports, and related aircraft logistics readiness correspondence.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138b

Table B-97**File category 700: Logistics—Continued**

Title: Readiness and sustainability reports (Rescinded; use FNs 700-138c — 700-138i.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 700-138c

Title: Materiel condition status reports for ground equipment and related correspondence

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness for ground equipment. Includes materiel condition status reports and other related logistics readiness information concerning ground equipment.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138d

Title: Army missile materiel readiness reports and related correspondence.

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to reporting logistics readiness for missiles. Includes missile readiness reports and other information concerning missile readiness.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138e

Title: Unit Equipment Status and Servicability Report (UESSR).

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to Mission Capable (MC), Fully Mission Capable (FMC), Partially Mission Capable (PMC), Non Mission Capable Supply (NMCS), and Non Mission Capable Maintenance (NMC) for all reportable equipment by individual Army organization or unit. Includes monthly Unit Equipment Status and Servicability Reports (UESSRs) and related correspondence.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138f

Title: Selected Command Unit Review Report (SCUR).

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to Selected Command Unit Review Report (SCUR). Includes SCUR for active Army units, Reserve Component units, Army Materiel Command or Major Support Command (AMC MSC) and related correspondence.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138g

Title: Equipment Historical Availability Trend (EHAT) reports.

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to Equipment Historical Availability Trend (EHAT) reports and related correspondence.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138h

Title: Total Logistics Readiness and Sustainability reports (TLRS).

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information relating to total Army logistics readiness and sustainability. Included are reports generated as a result of assessing the capability of the logistics system to sustain deployed forces engaged in simulated combat.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-138i

Title: Readiness Integrated Data Base (RIDB).

Authority: To be determined.

Privacy Act: Not applicable.

Table B-97**File category 700: Logistics—Continued**

Description: Information relating to Readiness Integrated Data Base (RIDB) automation and development.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 700-142a

Title: Materiel fielding files

Authority: N1-AU-90-4

Privacy Act: Not applicable.

Description: Information relating to materiel releases for issue, materiel fielding, and transfer of designated displaced systems. Included are materiel fielding memorandums of notification, materiel fielding plans, mission support plans, materiel fielding agreements, and related information.

Disposition: Destroy 2 years after completion of materiel fielding or transfer.

B-85. File category 702: Product assurance*a. Prescribing directives.*

(1) AR 702-3, Army Material Systems Reliability, Availability, and Maintainability.

(2) AR 702-4, Contract Quality Assurance Program.

(3) AR 702-4-1, Defense In-Plant Quality Assurance Program.

(4) AR 702-9, Post-Production Testing of Army Materiel.

(5) AR 702-16, Chemical Materiel Stockpile Reliability Program(CMSRP).

b. Description. These records concern policies, procedures, and techniques governing the product assurance of materiel throughout the materiel life cycle, including material reliability and maintainability, quality engineering, quality control, quality assurance, and assessment of product (or system) effectiveness. See table B-98.

Table B-98**File category 702: Product assurance**

FN: 702

Title: General product assurance correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to product assurance which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to product assurance that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 702-3a

Title: Materiel quality controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used for controlling the quality of Army materiel which include data for the detection, prevention, and control of defects in materiel. Included are inspection sheets, reports, rework data, charts, graphs, statistical data, and similar documents.

Table B-98**File category 702: Product assurance—Continued**

Disposition: Destroy when superseded, obsolete, when data is included in published standards or guidelines, or on completion of procurement or production of pertinent item, whichever is first.

FN: 702-3b

Title: Materiel engineering cases

Authority: NC1-AU-85-66

Privacy Act: Not applicable.

Description: Documents relating to a specific project, subproject, task, or phase, which reflect the continuing history of a project through the industrial or applications engineering process which begins after a functionally satisfactory prototype has been produced. Included are documents relating to tests for production, preparation of specifications and drawings, testing of specifications including user tests, and similar information.

Disposition: Destroy 20 years after full production of the prototype takes place. Retire after 5 years in current files area.

FN: 702-3c

Title: Materiel drawings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents depicting the design or working order of parts, components, assemblies, and items of materiel. Included are arrangement, assembly, book form, source control, interface, correlation detail, detail assembly, installation, kit, matched set, multisheet, tube bend, electronic, electrical, undimensioned drawings and diagrams or microfilm images thereof, comparable drawings, associated parts lists, indexes, data lists, coordination letters, and similar papers.

Notes:

a. The activity whose code number appears on the drawing normally is responsible for maintaining the record copy. The record copies are generally maintained in drawing number sequence.

b. This file number is not applicable to preliminary and experimental drawings created and maintained by research and development activities. These drawings are described in the sections dealing with research and development records.

Disposition:

a. Record copies: Destroy 6 years after the depicted item is no longer in the supply system or supported under the Military Assistance Program.

b. Other copies: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 702-4a

Title: Manufacturing controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to scheduling, dispatch, follow-up, and control of items to be manufactured. Included are work orders, job orders, turn-in slips, estimate sheets, production reports, and related papers.

Disposition: Destroy 5 years after completion of related work.

FN: 702-4b

Title: Manufacturing method projects

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents relating to the improvement, modification, and modernization of manufacturing processes and procedures. Included are drawings, photographs, job orders, routing sheets, reports of revised processes and procedures, and related papers.

Disposition: Destroy 5 years after completion of individual project.

FN: 702-4c

Title: Manufacture descriptions

Authority: II-NNA-1785

Privacy Act: Not applicable.

Description: Documents which describe the manufacturing methods and equipment required for manufacturing acids and chemicals; manufacturing and assembling weapons, tanks, and automotive items; manufacturing, loading, assembling, and packing propellants and explosive items; and comparable manufacturing activities. If the responsibility for manufacture of an item is transferred, the pertinent description of manufacture will be transferred to the installation or agency assuming responsibility for manufacture.

Disposition: Destroy on supersession of description of manufacture,

Table B-98**File category 702: Product assurance—Continued**

discontinuance of installation, or discontinuance of manufacture of an item.

FN: 702-4d

Title: Manufacturing quality controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained for detection, prevention, and control of manufacturing defects. Included are in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.

Disposition: Destroy 3 years after completion of final production order for the related component.

FN: 702-4e

Title: Gun folders

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents reflecting historical data concerning the manufacture of guns. Included are lists of parts, machine load sheets, summaries of routing time, copies of plant layouts for manufacturing components, photographs, and similar documents.

Disposition: Destroy when related gun becomes obsolete.

FN: 702-4f

Title: Inspection and proof reports

Authority: II-NNA-2325

Privacy Act: Not applicable.

Description: Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and similar data relating to inspection and proof testing of manufactured components.

Disposition: Destroy when related component becomes obsolete.

FN: 702-4-1a

Title: Component routings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting routing, deviation requests, operations to be performed, fixtures and special operations to be performed, fixtures and special tools and gauges required, periodic inspections, estimated time for each operation, and comparable matters, created in the manufacture of individual components.

Disposition: Destroy when superseded by a revised routing, or upon completion of related work, whichever is first.

FN: 702-4-1b

Title: Foundry casting records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting basic working data pertaining to foundry operations and castings for individual components, such as precision casting acceptance slips, records of heat treatment and test, photos, radiographs, and related papers.

Disposition: Destroy when related component becomes obsolete.

FN: 702-4-1c

Title: Tool drawings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vellums, original drawings, and tracings used in manufacture of individual components, with related records or comparable documents maintained as a record of tool design and to facilitate reference to the drawings.

Disposition: Destroy when drawings become superseded or obsolete.

FN: 702-4-1d

Title: Print distribution files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards or comparable documents utilized to control and facilitate the issuance of drawings and changes or revisions thereto utilized in manufacturing operations.

Disposition: Destroy 3 years after related drawings are superseded or the components to which they relate become obsolete.

FN: 702-4-1e

Table B-98**File category 702: Product assurance—Continued**

Title: Shop plans and layouts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.

Disposition: Destroy when superseded or obsolete.

FN: 702-9a

Title: Ordnance ballistic acceptance tests

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information related to ballistic tests on armor lots.

Disposition: Destroy after 10 years.

FN: 702-16a

Title: Surveillance historical data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Historical information on the performance of materiel over time.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16b

Title: Item serviceability/storability data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Detailed information on testing procedures and storage requirements for current (standard) type classified items.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16c

Title: Development project data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Detailed serviceability or storability information for items currently in development

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16d

Title: CMSP program data

Authority: To be determined.

Privacy Act: Not applicable.

Description: The Chemical Materiel Surveillance Program (CMSP) encompasses wholesale and retail surveillance effort not conducted under the stockpile laboratory test program (SLTP) or the stockpile function test program (SFTP). It includes baseline performance data and visual inspections and tests (initial receipt, pre-issue, and so forth) conducted as part of the supply readiness program or other quality control activities, execution information, and test data for analysis and reporting.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16e

Title: SLTP project data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Individual project information on SLTP for items currently in development.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16f

Title: SFTP project data

Authority: To be determined.

Privacy Act: Not applicable.

Description: Individual project information on SFTP used to determine the functional reliability, confirm shelf or service life, and detect trends in stockpile performance.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

FN: 702-16g

Title: CMSRP planning files

Table B-98**File category 702: Product assurance—Continued**

Authority: To be determined.

Privacy Act: Not applicable.

Description: Information on the overall function of planning, designing, and implementing the stockpile reliability program.

Disposition: Retain in CFA until disposition instructions are published in this regulation.

B-86. File category 703: Petroleum management

a. *Prescribing directive.* AR 703-1, Coal and Petroleum Products Supply and Management Activities.

b. *Description.* These records concern policies and procedures related to management of petroleum, petroleum products, related materiel, and associated equipment. Included are procurement, storage, distribution, transportation, issue, control, utilization, sale, quality surveillance, budgeting, funding, accounting, reporting, and disposal of excess products. See table B-99.

Table B-99**File category 703: Petroleum management**

FN: 703

Title: General petroleum management correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to petroleum management which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to petroleum management that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 703-1a

Title: Petroleum supply reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information.

Disposition:

a. Office performing Army-wide responsibility: Destroy after 5 years.

b. Other offices of the Army Staff and intermediate commands: Destroy after 1 year.

c. Preparing field offices: Destroy after 3 years.

FN: 703-1b

Title: Petroleum product analysis reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents created incident to testing petroleum products for acceptability in connection with new procurement, or the analyses required of petroleum units having custody of Army storage facilities. A copy of petroleum analysis report submitted to a contracting officer, as required when a contractor has failed to meet contract requirements, will be filed in the procurement file to which it relates, for disposition with the related procurement file.

Table B-99**File category 703: Petroleum management—Continued**

Disposition: Destroy after 2 years.

FN: 703-1c

Title: Solid fuel controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions received from installations and activities, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.

Disposition:

a. Office performing Army-wide responsibility: Destroy after 2 years.

b. Creating offices: File in and dispose of with the appropriate related procurement file.

FN: 703-1d

Title: Solid fuel perpetual inventories

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting stocks of solid fuel on hand.

Disposition: Destroy when card or form is filled and appropriate entries have been carried forward.

FN: 703-1e

Title: Solid fuel requirements and estimates

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used in determining future requirements for solid fuels. Included are copies of purchase requests, requirements estimates, reports, and related information.

Disposition:

a. Office performing Army-wide responsibility: Destroy when no longer required in making future determinations.

b. Other offices: Destroy after 2 years.

B-87. File category 708: Cataloging of supplies and equipment

a. *Prescribing directive.* AR 708-1, Cataloging and Supply Management Data.

b. *Description.* These records concern policies and procedures for naming, identifying, classifying, numbering, and coding items of supplies and equipment used in the Department of the Army and the Department of Defense. See table B-100.

Table B-100**File category 708: Cataloging of supplies and equipment**

FN: 708

Title: General cataloging of supplies and equipment correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to cataloging of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to cataloging of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Table B-100**File category 708: Cataloging of supplies and equipment—Continued****Disposition:**

- a. ACTION: Destroy after 2 years.
 b. NONACTION: Destroy when no longer needed for current operations.

FN: 708-1a**Title:** MCN register and control files**Authority:** GRS 23, Item 5**Privacy Act:** Not applicable.

Description: Management Control Numbers (MCNs) are used to control items that are not cataloged within the Federal Catalog System. They are assigned to installations, organizations, and activities by block number allotments. The assigning organization performs semiannual reviews of all assigned MCNs to determine which will be retained, canceled, or replaced with an National Stock Number (NSN). Included are registers, results of semiannual reviews, requests for assignment of MCN blocks, and similar information.

Note: MCNs are for internal use only and will not be used for item identification in official publications or documents, per AR 708-1.

Disposition:

- a. Registers: Destroy when no longer needed for current operations, provided all MCNs in a given register have been canceled or replaced with an NSN.
 b. Other correspondence: Destroy when no longer needed for current operations.

FN: 708-1b**Title:** Supply cataloging advisory group files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to DA participation in advisory groups or committees concerned with assisting and advising in the development of cataloging policies, rules, procedures, and schedules. Included are copies of agenda, minutes of group meetings, and related papers.

Disposition: Destroy on supersession, obsolescence, or when no longer needed, whichever is first.

FN: 708-1c**Title:** Cataloging activity reports**Authority:** Nc1-AU-77-44**Privacy Act:** Not applicable.

Description: Documents used to report recurring official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.

Disposition:

- a. Office requiring the report:
 (1) Consolidated or summarized reports: Destroy after 5 years.
 (2) Feeder reports: Destroy after 2 years.
 b. Other offices: Destroy after 2 years.

FN: 708-1d**Title:** Supply item identification files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and national stock number, name and description transmittal forms, reference drawings or illustration sketches, coordinating or collaborating actions, cancellation requests, and similar documents pertaining to the proposed item identifications.

Disposition:

- a. Submitting activities: Destroy 4 years after completion of action on the particular transaction.
 b. Proposing activities, when other than above: Destroy after 2 years.

FN: 708-1e**Title:** Item identification collaborations**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents created by activities participating in the supply catalog system by commenting on original item identifications or on proposals for revision, transfer, or cancellation of existing item

Table B-100**File category 708: Cataloging of supplies and equipment—Continued**

identifications. Included are proposals and retained copies of comments on them.

Disposition: Destroy after 1 year.

FN: 708-1f**Title:** Item identification cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Interim and approved supply item identification cards containing the basic source of catalog data for each item of supply, such as item name, number, and description, illustrating sketches, references to applicable drawings, specifications, and standards, and name of manufacturer. Identification cards aid in establishing ability to interchange and substitute between items of supply and establishing standard terminology for supply operations.

Disposition: Destroy on supersession, obsolescence, or when no longer needed, whichever is first.

B-88. File category 710: Inventory management*a. Prescribing directives.*

(1) AR 710-1, Centralized Inventory Management of the Army Supply System.

(2) AR 710-2, Supply Policy Below the Wholesale Level.

(3) DA Pam 710-2-series, Using Unit Supply System.

b. Description. These records concern control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and for maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out. They make it possible to determine quantities of materiel available or required for issue and to facilitate distribution and management of materiel. See table B-101.

Table B-101**File category 710: Inventory management****FN:** 710**Title:** General inventory management correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; and other transactions of a general, routine, and administrative nature; and other information relating to inventory management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to inventory management that are received for information only, on which no action is required. These include cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
 b. NONACTION: Destroy when no longer needed for current operations.

FN: 710-1a**Title:** Major item forecasting files**Authority:** II-NN-3347**Privacy Act:** Not applicable.

Description: Documents created in forecasting and computing the gross quantitative requirements for individual major and selected items of materiel. Included are materiel planning studies, distribution planning studies, and other studies on the item; analyses of replacement and

Table B-101**File category 710: Inventory management—Continued**

consumption rates, readiness status, asset, data, and comparable information on the item; rebuild and overhaul schedules; analyses of DA planning documents which provide guidance in computing the requirements for the item; and similar information.

Disposition: Destroy 3 years after supersession of specific documents, or 2 years after obsolescence, discontinuance, or removal of the item, whichever is first.

FN: 710-1b

Title: Equipment management surveys

Authority: NC1-AU-77-63

Privacy Act: Not applicable.

Description: Documents accumulating because conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

Disposition: Destroy on completion of next survey.

FN: 710-1c

Title: Administrative and management financial inventory accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the administration and management of financial inventory accounting systems at elements in a command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

Disposition:

- a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.
- b. Other offices: Destroy after 2 years.

FN: 710-1d

Title: Basic item files

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Documents which possess continuing value so long as the item remains in the supply system. Included are activity journal sheets, identification cards, nomenclature descriptions, stock numbering actions, limited selection family actions, catalog and supply data, specifications data, statements of agreement, excess declaration notices, documents providing similar data, and related papers.

Disposition: Destroy 1 year after obsolescence, discontinuance, or removal of the supply item.

FN: 710-1e

Title: Quantitative material requirement summaries

Authority: II-NN-2076

Privacy Act: Not applicable.

Description: Documents relating to the preparation of summaries which reflect, in consolidated form, the level of procurement, production, and rebuilding of material items necessary to satisfy quantitative material requirements. Included are copies of the published summaries, communications relating to them, and related papers.

Disposition: Destroy after 5 years.

FN: 710-1f

Title: Secondary item and repair part forecasting

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Documents created in forecasting the quantity of an individual secondary item or repair part required to meet anticipated demands on the supply system and in determining the most economical and effective time for the procurement. Included are supply control study forms, procurement directive data, requisitions, supply control analyses, consolidated requirement sheets, procurement documents, stock level change sheets, data on deliveries against contracts, status reports and availability reports; repair, fabrication, and set assembly data; shipping instructions, overhaul directives, cancellation notices, demands and issues; worksheets, documents providing similar data, and related papers.

Disposition: Withdraw and destroy during the next review after the documents have been retained for a period of 3 years, or 1 year after

Table B-101**File category 710: Inventory management—Continued**

obsolescence, discontinuance, or removal of the supply item, whichever is first.

FN: 710-1g

Title: Supply control study folders

Authority: NN-166-204

Privacy Act: Not applicable.

Description: This file number will be used when all documents described under FN 710-1a through FN 710-1f are maintained in a single folder.

Disposition: Dispose of as indicated for above file numbers.

FN: 710-1h

Title: ADP supply control historical studies

Authority: II-NN-3347

Privacy Act: Not applicable.

Description: Punched cards and tabulations created in computing quantitative requirements and processing related supply management data with automatic data processing equipment. These files contain data comparable to that described under FN 710-1a through FN 710-1f. Standard cutoff procedures will be applied in effecting disposition of these files whenever possible.

Disposition: Dispose of in accordance with standards for FNs 710-1d through 710-1f for files containing like data.

FN: 710-2a

Title: Property book and supporting documents

Authority: II-NN-1002

Privacy Act: Not applicable.

Description: Documents reflecting description, receipt, and turn-in of property for which the property book officer (PBO) is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.

Note:

- a. Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions.
- b. If the officer conducting the examination is satisfied that the required action has been taken and that formal audit is unnecessary, the commander will direct immediate destruction of the records upon completion of examination or discontinuance of the organization or unit.

Disposition: Destroy after 2 years, except that:

- a. Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file.
- b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years.)

FN: 710-2b

Title: Document registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are nonexpendable and expendable or durable registers for supply actions and similar information.

Disposition: Destroy after 2 years, except that open document numbers will be extracted into current fiscal or calendar year document register (first entries of new register) in original document number sequence.

Note: At the end of the year (fiscal or calendar depending on how the record is maintained), the register becomes inactive and a new register is started. The old register is held in the current files area for 1 year. During that year, any open transactions which are completed are closed out (posted) on the old, inactive register. At the end of the 1 year period, all open numbers (if any still exist) are transferred to the new document register. The old inactive register is held for 1 additional year and then destroyed.

FN: 710-2c

Title: Hand receipts

Authority: NN-166-204

Privacy Act: A0710-2bDALO

Table B-101**File category 710: Inventory management—Continued**

Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. Does not include hand receipts signed by individual soldiers at the unit supply level. File these under FN 710-2g.

Disposition: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. Individuals may request and receive the canceled hand receipt for their own retention. In such case, the canceled hand receipt becomes the individual's personal property and ceases to be an official Army record.

FN: 710-2d

Title: Property record inspection and inventory reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on inspections and inventories (including annual, change of PBO, cyclic) of property and property records. Included are reports, replies, and related information.

Disposition:

- a. Office conducting inspection: Destroy after 3 years.
- b. Office inspected: Destroy after 1 year.

FN: 710-2e

Title: Property officer designations

Authority: II-NNA-1781

Privacy Act: A0710-2aDALO

Description: Documents reflecting designation of property officers. Included are letters, disposition forms, or other media reflecting appointment and revocation.

Disposition: Destroy 2 years after termination of appointment.

FN: 710-2f

Title: Personal property accounting files

Authority: II-NNA-971

Privacy Act: Not applicable.

Description: Documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventories of personal property, related forms, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2g

Title: Soldier issue files

Authority: NC1-AU-81-68

Privacy Act: A0710-2dDALO

Description: Documents reflecting accountability for items issued to individual soldiers. Records are maintained at the unit level in single, by-name folder for each member. Records are maintained at the central issue facility in single, by-name folder for each member by designated unit. Included are hand receipts for bedding, linen, footlockers, and similar items issued by the unit supply room, records of personal clothing, such as DA Form 3078, and records of organizational clothing and equipment, such as DA Form 3645.

Disposition:

- a. Hand receipts: Destroy upon return or other complete accounting for items involved.
- b. Personal clothing:
 - (1) Installation Clothing Initial Issue Point: Destroy after 2 years.
 - (2) Unit:
 - (a) Active Army: Destroy after 6 months provided inventory has been made without discrepancy.
 - (b) Reserve Components: Destroy upon posting to DA Form 4886 and subsequent Command Supply Discipline Program (CSDP) inspection.
 - (c) Transfer DA Form 4886 with MPRJ on separation. Destroy DA Form 3078 and DA Form 2765-1 after 2 years (see FN 710-2b.)
- c. Organizational clothing and individual equipment (OCIE):
 - (1) Issue point: Destroy 12 months after transfer of individual or other relief from accountability.
 - (2) Unit: Forward to gaining organization on transfer; destroy on separation.

FN: 710-2h

Title: Property loss, theft, and recovery reports

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Weapons inventories and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.

Disposition:

- a. Weapons inventories that do not reflect discrepancies: Destroy after 2 years.
- b. Weapons inventories that reflect discrepancies: Destroy after 4 years.
- c. Loss, theft, and recovery reports: Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.

FN: 710-2i

Title: Access controls (Rescinded; use FN 1v.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 710-2j

Title: Equipment management surveys

Authority: NC1-AU-77-63

Privacy Act: Not applicable.

Description: Documents accumulating as a result of conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar information.

Disposition: Destroy on completion of next survey.

FN: 710-2k

Title: Account authorizations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.

Disposition: Destroy 1 year after posting authorization to customer's ledger and customer's ledger card.

FN: 710-2m

Title: Receipting authorities

Authority: NC1-AU-84-28

Privacy Act: Not applicable.

Description: DA Forms 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Support Activity (SSA) or Self-Service Supply Center (SSSC).

Disposition: Destroy on preparation of new authorization.

FN: 710-2n (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 710-2p

Title: Principal accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts journal, sales and sales return journal, inventory adjustments journal, returns journal, general journal, general ledger, voucher register, customer's ledger card, and similar information.

Disposition: Destroy after 2 years, except that customer's ledger cards will be destroyed 2 years after filled and balances are brought forward to new card.

FN: 710-2q

Title: Subordinate accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents constituting subordinate accounting files for self-service supply centers. Included are general ledger subsidiary accounts, such as monetary allowance, customer accounts, inventory by departments, sales by departments, inventory and accounting

Table B-101**File category 710: Inventory management—Continued**

adjustments, returns, cost of sales by departments, receipts, collections from nonappropriated funds, transfers to finance and accounting offices, sales tapes, credit tapes, inventories, price adjustments, turn-in slips, reports of survey, issue slips, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2r

Title: Miscellaneous stock control files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used to control stock in self-service supply centers. Included are want slips, merchandise unit control books, restricted item slips, and related information.

Disposition: Destroy after 3 months, except that merchandise unit control books will be destroyed after 2 years.

FN: 710-2s

Title: Reporting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2t

Title: Unit supply reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports prepared by unit supply officers for submission to higher headquarters relating to the maintenance and receipt of unit supply items. Included are equipment status reports and reports on supply levels, critically short items, and other matters which affect the maintenance and receipt of supply items, and similar information.

Disposition: Destroy after 1 year.

FN: 710-2u

Title: Administrative adjustment reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Approving authority copies of reports used to adjust inventory discrepancies disclosed because of physical inventories. Included are administrative adjustment reports, inventory count cards, copies of reports of survey, and similar information.

Disposition: Destroy after 2 years.

FN: 710-2v

Title: Army headquarters requisitions

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents accumulated at Army headquarters in connection with the process of approval and transmittal to supply agencies of requisitions for supplies, including requisitions from Army installations, National Guard, ROTC organizations, shipping orders, and correspondence relating to the filling of the requisitions.

Disposition: Destroy after 2 years.

FN: 710-2w

Title: Supply operation reports

Authority: NC1-AU-77-74

Privacy Act: Not applicable.

Description: Reports and directly related documents pertaining to supply operations and accumulated by major commands and Army staff offices.

Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated, summary, or composite reports: Destroy after 6 years.

(2) Feeder reports: Destroy on extraction of necessary data.

b. Other offices of the Army staff and major command headquarters: Destroy after 2 years.

FN: 710-2x

Title: Unit packing certificates

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-101**File category 710: Inventory management—Continued**

Description: Documents which certify that proper crating and packing of organizational equipment has been accomplished prior to the movement of a unit to a new station.

Disposition: Destroy after 6 months.

FN: 710-2y

Title: Unit supply inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Inspection reports of units outfitted prior to movement overseas. Included are showdown inspection reports, final inspection reports, and related papers.

Disposition: Destroy after 2 years.

FN: 710-2z

Title: Unit training film issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests to film libraries for training films and filmstrips. Included are notifications of action taken on the requests and the return of training films and filmstrips to film libraries, issue slips, turn-in slips, and related papers.

Disposition: Destroy on turn-in of the film.

FN: 710-2aa

Title: Unit training equipment issues and turn-ins

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to requests to station supply agencies for training equipment. Included are notifications of action taken on the request and the return of the equipment, issue slips, turn-in slips, and related information.

Disposition: Destroy on turn-in of the equipment.

FN: 710-2bb

Title: Supply status and control

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Punch cards maintained to indicate authorized allowances, operating allowances, and stock balances for TOE units and control cards pertaining to stock record accounts.

Disposition: Destroy when statistical data is extracted.

FN: 710-2cc

Title: Authorized supply codes

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the assignment of authorized organization supply codes to each unit, organization, or activity authorized to maintain property on an organization or installation property book. Included are registers or related papers.

Disposition:

a. Registers: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register.

b. Other files: Destroy after 2 years.

FN: 710-2dd

Title: Nonaccountable property files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the receipt and issue of military property which is not recorded on an accountable stock record account of the station or on a memorandum receipt account of the station, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

Disposition: Destroy after 2 years or on turn-in of equipment, after proper settlement of responsibility, or consolidation whichever is applicable.

B-89. File category 715: Procurement

a. Prescribing directives.

(1) AR 715-5, Department of Defense Priorities and Allocations Manual.

(2) AR 715-6, Proposal Evaluation and Source Selection.

(3) AR 715–11, Army Procurement Management Review Program.

(4) AR 715–31, Army Competition Advocacy Program.

b. *Description.* The procurement records described below are generally prescribed by the FAR and the DOD Supplement thereto; however, for consistency of numbering within MARKS, they are identified here with the related 715 series publications on procurement. These records concern procurement of materiel and services through purchase or contract from sources outside the Army. This includes such functions as priorities and allocations, procurement, inspection, and quality control, high dollar parts, small business procedures, and open-end contract information. See table B–102.

Table B–102
File category 715: Procurement

FN: 715

Title: General procurement correspondence files

Authority: NN–167–31 and NN–165–192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, and other transactions of a general, routine, and administrative nature; and other information relating to procurement which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. **NONACTION:** Matters relating to procurement that are received for information only, on which no action is required. This includes cards, listings, indexes or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 715a

Title: Debarred bidder lists

Authority: NC1–AU–77–54

Privacy Act: Not applicable.

Description: Documents relating to any suspension of bidders that prohibits contractual relationship with DOD. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information.

Disposition:

a. Office responsible for final determination as to whether or not a bidder is placed on the list: Destroy 30 years after final determination.

b. Other offices: Destroy when no longer needed for current operations.

FN: 715b

Title: Bidder lists

Authority: NC–AU–75–3

Privacy Act: Not applicable.

Description: Cards and lists used to determine which contractors are eligible to receive invitations for bid on specific items.

Disposition: Destroy when no longer needed for current operations.

FN: 715c

Title: Master, open-end, and call-type contracts

Authority: NC–64–75–4

Privacy Act: Not applicable.

Description: Documents relating to master, open-end indefinite delivery, Federal Supply System (FSS), call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related information. Offices not administering these contracts (but procuring under them) will handle individual service authorizations and delivery orders as separate individual procurement transactions (see FN 715j).

Table B–102**File category 715: Procurement—Continued**

Disposition:

a. Offices administering contract: Destroy 6 years and 3 months after final payment, except that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of the board's decision.

b. Offices procuring under contract: Identify and dispose of records under FN 715j or 715k, as appropriate.

FN: 715d

Title: Procurement registers

Authority: II–NNA–2957

Privacy Act: Not applicable.

Description: Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.

Disposition: Destroy after 6 years.

FN: 715e

Title: Procurement directives

Authority: NC1–AU–77–124

Privacy Act: Not applicable.

Description: Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, and similar information.

Disposition:

a. Directives canceled prior to award of contract or purchase order: Destroy after 1 year.

b. Other files: Destroy after 6 years. Do not retire.

FN: 715f

Title: Procurement action reports

Authority: NN–16–204

Privacy Act: Not applicable.

Description: Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information.

Disposition: Consolidated reports and summaries: Destroy 2 years after end of FY of preparation.

Note: All the above reports (except consolidated reports and summaries) will be filed and disposed of with the related contracts.

FN: 715g

Title: Procurement inspections

Authority: GRS 3, Item 4c

Privacy Act: Not applicable.

Description: Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Army Audit Agency, GAO, and supervisory offices, documents indicating corrective action taken, and similar information.

Disposition: Destroy after 6 years.

FN: 715h

Title: Contracting officer designations

Authority: GRS 3, Item 2

Privacy Act: Under development.

Description: Documents reflecting the designation and rescission of contracting officers and contracting officers' representatives, which include the specific procurement authorities delegated. Original copies of the designation will be filed in the official contract file.

Disposition: Destroy 2 years after rescission or termination.

FN: 715i

Title: Tax exemption certificates

Authority: II–NNA–2076

Privacy Act: Not applicable.

Description: Documents relating to issue of tax exemption certificates which indicate proof of exemption of taxes from the contract price under procurement regulations. Included are U.S. Government tax exemption certificates, U.S. Government tax exemption identification cards, and similar information.

Table B-102**File category 715: Procurement—Continued**

Disposition: Destroy 3 years after period covered by related account.

FN: 715j

Title: Small purchase categories

Authority: NC1-330-78-13

Privacy Act: Not applicable.

Description: Records or documents (other than those in paras 4.805 (a) through (j), FAR), pertaining to transactions below the appropriate small purchase limitation in Part 13, FAR.

Disposition: Destroy case file 1 year after final payment. If notice of final payment is not furnished by servicing FAO, destroy 1 year after acceptance of goods or services.

FN: 715k

Title: Contract actions

Authority: NC-217-75-8

Privacy Act: Not applicable.

Description: Contract case files, including original executed procurement documents, for any amount (but excluding the small purchase categories listed under FN 715j above).

Disposition:

- a. Contracting Officers: Destroy 6 years and 3 months after final payment.
- b. Contracting Officers' representatives: Forward to Contracting Officer upon completion of the contract

FN: 715m

Title: Military guide specifications

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Specifications and related correspondence used as guides for military construction contract specifications. These records are prescribed by Part 36, FAR and Part 36, DOD FAR Supplement.

Disposition:

- a. Correspondence: Destroy after 2 years.
- b. Specifications: Destroy when no longer needed for current operations.

FN: 715n

Title: Contractor's Statement of Contingent or Other Fees

Authority: GRS 3, Item 20

Privacy Act: Not applicable.

Description: Standard Form 119 (Contractor's Statement of Contingent or Other Fees) or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

Disposition: Destroy when superseded, obsolete, or no longer required for current operations.

FN: 715p

Title: Contract clause deviations

Authority: NC1-AU-80-45

Privacy Act: Not applicable.

Description: Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, and similar documents.

Disposition: Destroy in current files area after 10 years. DO NOT RETIRE.

FN: 715q

Title: Determinations and findings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on determinations and findings (D&Fs) required prior to negotiation of contracts. Included are D&Fs and directly related correspondence. (In the case of Class D&Fs issued according to Subpart 15.3, FAR and DOD FAR Supplement, a reproduced copy of the D&F will be included in each contract file.)

Disposition:

- a. Office administering the contract: Destroy along with resulting contract.
- b. Other offices: Destroy after 2 years.

FN: 715r

Title: Contract financing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to actions designed to provide

Table B-102**File category 715: Procurement—Continued**

financial aid to contractors. Included are applications for contract financing, investigation documents, coordination documents, approvals, disapprovals, and similar documents.

Disposition: Destroy after 12 years.

FN: 715s

Title: Contractors' insurance files

Authority: NC1-AU-77-59

Privacy Act: Not applicable.

Description: Documents used in determining proper insurance required by statute for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, insurance policies, premium audits, approvals, disapprovals, and comments providing similar data.

Disposition: Destroy after 6 years.

FN: 715t

Title: Contractors' bonds

Authority: NC1-AU-77-60

Privacy Act: Not applicable.

Description: Documents used in determining suitable and proper bonds for contractors or types of contracts. Included are studies and interpretations which contain copies of laws, statutes, surety bonds, approvals, cancellations, and documents providing similar data.

Disposition: Destroy after 6 years.

FN: 715u

Title: Contractors' pension and retirement files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to contractors' pension and retirement costs, benefit levels, funding methods, and similar matters. Included are copies of programs, company qualification data, studies, interpretations, and related papers.

Disposition: Destroy when plan or program is superseded or obsolete.

FN: 715v

Title: Buy American Act files

Authority: II-NNA-707

Privacy Act: Not applicable.

Description: Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be destroyed therewith.

FN: 715w

Title: Contract reviews

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data.

Disposition: Destroy after 6 years, or after completion of review, whichever is applicable.

FN: 715x

Title: Bid and award protest files

Authority: NC1-AU-77-61

Privacy Act: Not applicable.

Description: Documents relating to actions taken with respect to correcting mistakes in bids and in settling protests of awards. Included are copies of bids, contracts, notices of award, decisions, copies of statutes, and similar information.

Disposition:

- a. Offices authorized to perform final review: Destroy 6 years after final determination.
- b. Other offices: File and dispose of with related contract files.

FN: 715y

Title: Contract appeals

Authority: NC1-AU-77-43

Privacy Act: Not applicable.

Table B-102**File category 715: Procurement—Continued**

Description: Contract appeals files contain documents complied by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to Part 33, FAR and DOD FAR Supplement. Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken, the contract and pertinent plans, specifications, amendments, and change orders, correspondence between the parties, transcripts of testimony taken during proceedings on matters in dispute prior to filing a notice of appeal with the board, and such additional documents as the contracting officer may consider essential or may be designated by the board.

Disposition: Destroy 10 years after final decision of the board.

FN: 715z**Title:** Contract termination reports**Authority:** II-NNA-2067**Privacy Act:** Not applicable.**Description:** Reports and directly related correspondence pertaining to the status of contract termination.**Disposition:** Destroy after 3 years.

FN: 715aa**Title:** Contract termination reviews**Authority:** II-NNA-2194**Privacy Act:** Not applicable.**Description:** Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in DOD FAR Supplement, paragraph 4.803.**Disposition:** Destroy after 6 years, except the documents filed with the contract will be destroyed therewith.

FN: 715bb**Title:** Contractor responsibility files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents maintained for the purpose of determining contractors' responsibility as defined in FAR and DOD FAR Supplement, Part I, paragraph 9.104-1. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns; current and past production records, personnel data, lists of tools, equipment, and facilities; analyses of operational control procedures; and similar documents. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the preaward portion of the applicable contract file.**Disposition:** Destroy when superseded or obsolete, except that any documents pertaining to specific contracts will be destroyed 6 years after final payment of related contract(s).

FN: 715cc**Title:** Procurement misconduct cases**Authority:** NC1-AU-77-53**Privacy Act:** A0210-7aCFSC and A0715DAJA**Description:** Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents, and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list.**Disposition:**

a. Offices authorized to make final determination: Destroy 30 years after final determination.

b. Other offices: Destroy 1 year after close of case.

FN: 715dd**Title:** Unsuccessful bids**Authority:** GRS 3, Item b**Privacy Act:** Not applicable.**Description:** Documents relating to unsuccessful bids (including tie bids) and all unsuccessful proposals or quotations for contracts.

Table B-102**File category 715: Procurement—Continued**

Disposition: Dispose of according to the disposition instructions for the related contract.

FN: 715ee**Title:** Open-end contract information**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Army circulars and related documents reflecting information on existing open-end contracts for use by contracting officers in procurement of supplies and equipment.**Disposition:**

a. Office responsible for preparation and issue: Destroy 6 years after expiration date.

b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.

FN: 715ff**Title:** Nonaction bid invitations**Authority:** II-NNA-1176**Privacy Act:** Not applicable.**Description:** Invitation for bids returned by prospective bidders without bid action.**Disposition:** Destroy immediately after bid opening or on receipt of bid if it can be determined that no bid action was taken.

FN: 715gg**Title:** Rejected bids**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Invitations for bids accumulated due to rejecting all bids responding to an invitation and a not issuing a new invitation.**Disposition:** Destroy after 1 year.

FN: 715hh**Title:** Procuring office customs entry files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by the Army. Included are customs permits, forms, summary of value, similar documents, and related correspondence.**Disposition:** Destroy after 5 years.

FN: 715ii**Title:** Renegotiation Act reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports and correspondence relating to the receipt and transmittal of information concerning renegotiations performed by the Renegotiation Board.**Disposition:** Offices of the Army Staff: Destroy after 10 years.

FN: 715jj**Title:** Small business information**Authority:** II-NNA-1451**Privacy Act:** Not applicable.**Description:** Documents relating to communications or discussions which provide small business concerns with information about Army requirements for suppliers on bidders' lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement, and other matters concerning the participation of small business concerns in the military procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.**Disposition:** Destroy after 6 years.

FN: 715kk**Title:** Small business program surveys**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents relating to surveys of field purchasing officers to analyze the effectiveness of the small business program to afford small business concerns an equal opportunity to compete for procurements. Included are data accumulated for making surveys,

Table B-102**File category 715: Procurement—Continued**

reports from procuring offices, survey reports, instructions or changes made because of the survey, and related papers.

Disposition:

- a. Offices performing surveys: Destroy after 6 years except that data accumulated in preparation for the survey will be destroyed on completion of the survey.
 - b. Offices surveyed: Destroy on completion of next comparable survey, or when no longer needed for reference, whichever is first.
-

FN: 715mm

Title: Small business qualification files

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Case files containing documents relating to the productive capacity, credit resources, and similar data about small business concerns accumulated to provide information about the availability of additional small business sources to meet current or anticipated requirements of the military procurement program.

Disposition: Destroy when superseded, obsolete, or when the concern is no longer considered as a source of supply for any reason.

FN: 715nn

Title: Competency certificates

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Documents relating to the issuance or withdrawal of certificates of the competency, capacity and credit standing of small business concerns furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns, and similar documents.

Disposition: Destroy after 6 years.

FN: 715pp

Title: Small business reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents accumulated by small business advisers for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.

Disposition:

- a. Consolidated and summary reports: Destroy when no longer needed for current operations.
 - b. Other documents: Destroy after 2 years.
-

FN: 715qq

Title: Contractor reports

Authority: II-NNA-1451

Privacy Act: Not applicable.

Description: Reports received from contractors participating in the small business procurement program, related information, and summaries from the reports.

Disposition:

- a. Consolidated and summary reports: Destroy when no longer needed for current operations.
 - b. Other documents: Destroy after 2 years.
-

FN: 715rr

Title: Qualification lists

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Lists of businesses determined to be qualified to participate in the small business program.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

FN: 715ss

Title: Small business solicitation reviews

Authority: NC1-AU-77-39

Privacy Act: Not applicable.

Description: Documents relating to the review of requests for proposals or solicitations for compliance with regulatory requirements and the Small Business Act accumulated in major command headquarters. Included are requests for proposals, analyses executed by chief of

Table B-102**File category 715: Procurement—Continued**

purchasing offices, and corrective actions taken because of the review and related documents.

Disposition: Destroy 1 year after completion of the review.

FN: 715tt

Title: Labor relations and EEO surveillance files

Authority: NN-165-75

Privacy Act: Not applicable.

Description: Documents relating to general surveillance procedures performed in administering the Army labor relations and industrial equal opportunity programs. Included are copies of contractors' payrolls, statements regarding compliance, and related documents.

Disposition:

- a. Contractors' payrolls: Destroy after 3 years.
 - b. Other documents: Destroy after 6 years.
-

FN: 715uu

Title: Labor-management disputes

Authority: NC1-AU-77-56

Privacy Act: Not applicable.

Description: Documents relating to work stoppages, strikes, and disputes affecting Army contracts. Included are strike reports, reports of work stoppages, correspondence concerning disputes, plans to relieve work stoppages and to settle disputes, conference minutes, and related documents.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715vv

Title: Labor standard exceptions

Authority: NC1-AU-77-57

Privacy Act: Not applicable.

Description: Documents pertaining to requests to deviate from standards set by the Department of Labor, assessment of the eight-hour law penalties, Walsh-Healy Act, and similar requirements. Included are requests for exceptions or deviations, determinations, studies, opinions, approvals, disapprovals, and related documents.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715ww

Title: Labor standard violations

Authority: NC1-AU-77-58

Privacy Act: Not applicable.

Description: Documents accumulated as a result of actions taken because of violations of labor standards provisions of contracts. Included are reports of violations, investigations, terminations and findings, recommendations, and related documents.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715xx

Title: Industrial equal employment compliance reviews

Authority: NN-165-75

Privacy Act: Not applicable.

Description: Documents accumulated in making compliance reviews to determine the extent to which contractors comply with the nondiscrimination in employment contract clauses. Included are compliance reports submitted by contractors, reports of routine and special compliance reviews made by Army compliance officers, follow-up reports, records of recommendations, certificates of merit, and similar or related papers.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715yy

Title: Industrial equal employment investigations

Authority: NN-165-75

Privacy Act: Not applicable.

Description: Documents relating to actions taken on complaints alleging noncompliance with the provisions of nondiscrimination contract clauses. Included are complaints, reports of investigation, hearings,

Table B-102**File category 715: Procurement—Continued**

copies of decisions rendered, findings, statements, information concerning sanctions, recommendations, and similar related papers.

Disposition: Destroy after 10 years.

Note: Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.

FN: 715zz

Title: Industrial equal employment special visits

Authority: NN-165-75

Privacy Act: Not applicable.

Description: Documents relating to special visits made by industrial employment policy officers in attending conferences, briefing civilian audiences, meeting with contractor associations, conducting special studies, providing staff or technical supervision, and related matters. Included are requests for visit, approvals, copies of speeches or briefings, reports of visit, recommendations, and similar documents.

Disposition:

a. Offices of major and intermediate command HQ: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

FN: 715aaa

Title: Industrial equal employment reports

Authority: NN-165-75

Privacy Act: Not applicable.

Description: Documents reflecting data concerning various aspects of the industrial equal employment opportunity program. Included are statistical and narrative reports, summaries, consolidations, and related papers.

Disposition:

a. Office responsible for preparation of report: Destroy after 10 years.

b. Other offices: Destroy after 2 years.

FN: 715bbb

Title: Individual item pricing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.

Disposition:

a. Documents used in establishing revised standard prices: Destroy after 4 years.

b. Documents used for comparative pricing and evaluating price trends: Destroy when obsolete or when no longer required for current operations.

FN: 715ccc

Title: Item pricing posting media

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used as posting media to individual item pricing files. Included are copies of purchase orders, contracts, abstracts of bids, summaries of proposals, and similar documents.

Disposition: Destroy after 1 year, or when files have served their intended purpose, whichever is first.

FN: 715ddd

Title: Company pricing files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents related to negotiating with commercial concerns as to future pricing methods for improved pricing on contracts and negotiating price adjustments required by contract clauses, such as price escalation and price redeterminations. Included are reports, pricing agreements, financial statements, production records, and similar documents.

Note: Files relating to a specific contract will be filed therewith.

Disposition: Destroy 4 years after establishment of a revised pricing agreement or when the commercial concern is no longer considered a prospective source of supply, whichever is first.

FN: 715eee

Title: Cost and price analyses

Authority: II-NNA-2076

Table B-102**File category 715: Procurement—Continued**

Privacy Act: Not applicable.

Description: Documents used in collecting and analyzing data in the performance of comprehensive studies of price trends and variations. Included are studies, copies of price lists, contracts, estimates, reports, and other documents containing similar data.

Disposition:

a. Offices of the Army staff: Destroy after 10 years.

b. Other offices: Destroy after 6 years.

FN: 715fff

Title: Technical data packages

Authority: NC-AU-75-3

Privacy Act: Not applicable.

Description: Copies of documents or microfilm images assembled to provide prospective bidders complete information relative to material required. The performance-type technical data package includes documents that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These documents express, in narrative form, the output, function, or operation, and leave the design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to established design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included in these files are lists of contents, drawing numbers, parts and lists of parts, Government furnished equipment, package data sheets and lists thereof, supplementary quality assurance provisions, gauge numbers, gauge drawings, and lists thereof, engineering drawings, specifications and standards and lists thereof, purchase descriptions, and similar data.

Disposition: Destroy when superseded, obsolete, or no longer required for current operations.

FN: 715ggg

Title: Advance planning procurement files

Authority: NN-168-26

Privacy Act: Not applicable.

Description: Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.

Disposition: Destroy after 6 years.

FN: 715hhh

Title: Photographic inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Radiographs, micrographs, macrographs, and other films and prints relating to the inspection of material prior to the acceptance by the Army.

Disposition: Destroy after completion of related contract.

FN: 715iii

Title: Laboratory test reports

Authority: II-NNA-1207

Privacy Act: Not applicable.

Description: Documents maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis, physical test, macrostructure and macrotech tests, treatment and test of material, and similar reports and directly related papers.

Disposition: Destroy after 10 years.

FN: 715jjj

Title: Interservice inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the performance of inspection services for other procuring activities.

Note: Interservice inspection files accumulated by Army procuring activities in performing inspection service for other departments will be retained in the custody of the inspecting activities in the absence of files to the activity administering the contract. Conversely, inspection files created by other activities in performing inspection services on Army contracts will be retained by the activities performing the inspection service in the absence of any specific agreements or requests for

Table B-102**File category 715: Procurement—Continued**

transfer of such records to the Army procuring activities administering the contracts.

Disposition: Destroy 6 years after completion of inspection action on the related contract. However, if inspection documents have been furnished the procuring activity on a current basis, destroy retained copies after 1 year.

FN: 715kkk

Title: Coordinated procurement program reports

Authority: NC1-AU-77-62

Privacy Act: Not applicable.

Description: Document containing data relative to DOD coordinated procurement program, such as reports and related papers.

Disposition: Destroy after 2 years.

FN: 715mmm

Title: Canceled solicitations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Formal solicitations of offers to provide products or services which were canceled prior to award of a contract. Included are presolicitation documentation on the requirement, offers which were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.

Disposition: Destroy 5 years after cancellation.

FN: 715nnn

Title: Vietnamese contract records

Authority: N1-AU-87-19

Privacy Act: Not applicable.

Description: Records accumulated by U.S. Forces in the Republic of Vietnam during the Southeast Asia War that pertain to contracts executed between the U.S. Government and Vietnamese contractors. Records include individual procurement transaction case files, contract review files, and other records documenting contractual relationships involving Vietnamese nationals.

Disposition:

- a. Destroy 65 years after cessation of the war in Vietnam (that is, 1975)
- b. Destroy 5 years after cancellation.

FN: 715-5a

Title: Controlled materials allocations

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents reflecting the distribution of controlled materials from DOD to the Deputy Chief of Staff for Logistics, and further allocations within the Army to allotting agencies. Included are documents indicating material requirements, allocation decisions, tentative allocations, requests for allocation concurrence, allocations, and similar data.

Disposition: Destroy after 5 years.

FN: 715-5b

Title: Controlled materials allotment cases

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents reflecting allotments of controlled materials to contractors and producers. Included are requests, applications for allotments of controlled material and equipment, authorized controlled material (ACM) orders, applications for production and construction material and equipment, authorized production schedules and revisions thereto, allotment increases or decreases, schedules of materials requirements, construction authorizations and allotments of controlled materials, allotment certificates for offshore construction, authorization letters for purchase of construction machinery, and similar documents.

Disposition:

- a. Offices of the Army staff: Destroy after 5 years.
- b. Other offices: Destroy after 3 years.

FN: 715-5c

Title: Priority rating cases

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used in establishing the priority use of controlled materials by contractors and producers. Included are requests for filing applications for priority ratings, applications for priority ratings

Table B-102**File category 715: Procurement—Continued**

for delivery of production and construction materials and equipment with supporting documents and recommendations, rating certificates and disapprovals of rating, requests for special priorities and assistance with related denials or approvals, and similar documents.

Disposition: Destroy after 3 years.

FN: 715-5d

Title: Controlled materials reports

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Reports on allocations, allotments, return of controlled materials allocations, ACM orders, unused balances, and similar matters.

Disposition:

- a. Office performing Army-wide responsibility, consolidated and summary reports: Destroy after 10 years.
- b. Other offices of the Army staff: Destroy after 5 years.
- c. Other offices: Destroy after 3 years.

FN: 715-5e

Title: Controlled materials accounting files

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used to control and account for controlled materials. Included are general controlled materials, ledgers, budget ledgers, allotment ledgers, subsidiary ledgers, and similar documents.

Disposition:

- a. Office performing Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy after 3 years.

FN: 715-5f

Title: Special assistance files

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Documents used in requesting, coordinating, and granting priorities under the special assistance program. Included are requests for special assistance, coordination documents, diversion directives, official signature cards, preference of priority lists, and related documents.

Disposition:

- a. Preference or priority lists and official signature cards: Destroy when superseded or obsolete.
- b. Remaining files: Office performing Army-wide responsibility: Destroy after 10 years.
- c. Other offices: Destroy after 3 years.

FN: 715-5g

Title: Controlled materials audits

Authority: II-NNA-1933

Privacy Act: Not applicable.

Description: Reports of audit, interim reports of audit, audit checklists, and related documents.

Disposition:

- a. Office performing Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 715-5h

Title: Representative samples

Authority: NC1-AU-77-78

Privacy Act: Not applicable.

Description: Representative samples of files, maintained by HQDA offices, described under FNs 715-5a, 715-5b, 715-5d, and 715-5e which are withdrawn from each annual block of files.

Disposition: Destroy after 5 years.

FN: 715-5i

Title: Strategic and critical material requirement forecasting files

Authority: NC1-AU-77-70

Privacy Act: Not applicable.

Description: Documents created in computing and reporting the quantities of strategic and critical materials needed to meet current or

Table B-102**File category 715: Procurement—Continued**

mobilization production schedules, or both, for end items. Included are computations, reports reflecting requirements, and related papers.

Disposition:

- a. Office performing Army-wide responsibility and requiring the reports: Destroy 3 years after supersession or obsolescence.
- b. Other offices: Destroy on supersession or obsolescence.

FN: 715-5j**Title:** Strategic and critical material studies (Rescinded, use 715-5i.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 715-5k**Title:** Material stockpile reference data**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents, maintained as a source of basic reference data, reflecting uses of, sources of, distribution of, quantities of, and comparable data on strategic and critical materials in, or to be included in, the national stockpile. Included are data sheets, changes thereto, and related papers.

Disposition: Destroy on supersession or obsolescence.

FN: 715-5m**Title:** National stockpile accounts**Authority:** NN-164-198**Privacy Act:** Not applicable.

Description: Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration (GSA), Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored; commodity type; and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers.

Disposition: Destroy 2 years after out shipment of material.

FN: 715-5n**Title:** National stockpile voucher registers**Authority:** NN-164-198**Privacy Act:** Not applicable.

Description: Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the GSA, Defense Materials Service.

Disposition: Destroy 6 years after individual sheets or individual bound books are filled.

FN: 715-5p**Title:** National stockpile reports**Authority:** NN-164-198**Privacy Act:** Not applicable.

Description: Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the GSA, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.

Disposition: Destroy after 2 years.

FN: 715-5q**Title:** National stockpile shipping files**Authority:** NC1-AU-77-47**Privacy Act:** Not applicable.

Description: Documents relating to the transportation of strategic and critical materials stored by the Army for the GSA. Included are memorandum copies of bills of lading with supporting documents such as freight classification, export certificates or declarations, transit certificates such as GSA Form 278, TPU Form 12, demurrage car record books, and similar documents.

Disposition: Destroy 3 years after all stored material of like kind and grade has been shipped out.

FN: 715-5r**Title:** Military urgency planning lists**Authority:** NN-166-204

Table B-102**File category 715: Procurement—Continued**

Privacy Act: Not applicable.

Description: Documents relating to the military urgency planning list of items published by DOD. Included are copies of the lists and documents connected with nomination of items for the lists.

Note: Record copies of the Master Urgency List are maintained by DOD and are retired as permanent documents by the Department.

Disposition:

- a. Offices responsible for Army-wide coordination of nomination of items: Destroy on publication of documents by the department.
- b. Other offices: Destroy after 2 years, except that copies of lists will be destroyed when superseded or no longer required for reference, whichever is first.

FN: 715-6a**Title:** Solicitation reviews**Authority:** NC1-AU-77-123**Privacy Act:** Not applicable.

Description: Invitations for bids or requests for proposals submitted to major command headquarters or HQDA for review to ensure compliance with procurement regulations prior to solicitation to bid.

Disposition: Destroy 1 year after completion of review.

FN: 715-8a**Title:** Procurement assignment files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 715-8b**Title:** Interdepartmental purchase request files (Rescinded)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 715-11a**Title:** Acquisition management reviews**Authority:** NC1-AU-79-48**Privacy Act:** Not applicable.

Description: Documents reflecting operations of the Army Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits, semi-annual reports of cumulative results of reviews, actions taken on recommendations, follow-up visits, and related documents.

Disposition:

- a. Office performing Army-wide responsibility: Permanent. Retire after 12 years.
- b. Surveyed activities: Destroy on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.
- c. Other offices: Destroy when no longer needed for current operations.

FN: 715-31a**Title:** Competition Advocacy files**Authority:** NC1-AU-85-63**Privacy Act:** Not applicable.

Description: Information accumulated in carrying out a systematic program of competition advocacy to ensure competitive acquisition. Included are plans, documentation of exceptions to full competition, reviews and recommendations on lower echelon goals, reports on progress, and similar information.

Note: Excluded are formal directives governing operation of the program, which are instruction files (FN 310-1q).

Disposition: Destroy after 2 years.

B-90. File category 725: Requisition and issue of supplies and equipment

a. *Prescribing directive.* AR 725-50, Requisitioning, Receipt, and Issue System.

b. *Description.* These records concern procedures pertaining to requisitioning and issue of items of supply and equipment. Includes

special requisitioning and issue systems such as MILSTRIP. See table B-103.

Table B-103**File category 725: Requisition and issue of supplies and equipment**

FN: 725**Title:** General requisition and issue of supplies and equipment correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to requisition and issue of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to requisition and issue of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 725-50a**Title:** Due-in document registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers recording due-in shipments or notices of shipment.**Disposition:** Destroy 3 months after date of last entry.

FN: 725-50b**Title:** Requisition suspense and status files**Authority:** GRS 3, Item 9b**Privacy Act:** Not applicable.**Description:** Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.**Disposition:** Destroy 3 months after completion of supply action or on cancellation of requisition.

FN: 725-50c**Title:** Station supply reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Reports concerning the status of supply, excess stock and the redistribution of stock (including station status stock report), and report on the status of equipment.**Disposition:** Destroy after 2 years.

FN: 725-50d**Title:** Priority requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file, as required by AR710-2.**Disposition:** Destroy after 1 year, or after the next annual general inspection, whichever is later.

FN: 725-50e**Title:** Training ammunition control cards**Authority:** II-NNA-1226**Privacy Act:** Not applicable.**Description:** Documents maintained by major command headquarters

Table B-103**File category 725: Requisition and issue of supplies and equipment—Continued**

to control the distribution of ammunition and explosives allocated for training purposes.

Disposition: Destroy on final entry on card.

FN: 725-50f**Title:** Receipting authorities**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity.**Disposition:** Destroy on preparation of new authorization.

FN: 725-50g (Not used.)**Title:** Not applicable.**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 725-50h**Title:** Issue histories**Authority:** II-NNA-148**Privacy Act:** Not applicable.**Description:** Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.**Disposition:** Destroy after 2 years.

FN: 725-50i**Title:** Requisition registers**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers maintained to record requisitions submitted for supplies to be furnished the Army by other Government agencies.**Disposition:** Destroy after 1 year.

FN: 725-50j**Title:** Requisition references**Authority:** II-NNA-984**Privacy Act:** Not applicable.**Description:** Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.**Disposition:** Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.

FN: 725-50k**Title:** Major item status reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Documents accumulated in reporting major items to key depots or stock control points and consolidated reports prepared therefrom for submission to higher headquarters.**Disposition:** Destroy after 1 year, except stock record cards will be destroyed 1 year after filled or last entry thereon.

B-91. File category 735: Property accountability*a. Prescribing directives.*

(1) AR 735-5, Policies and Procedures for Property Accountability.

(2) AR 735-11-2, Reporting of Item and Packaging Discrepancies.

(3) AR 735-17, Accounting for Library Materials.

(4) AR 735-20, Financial Accounting and Reporting for Real Property and Capital Equipment.

(5) AR 735-60, Financial Inventory Accounting: General Policies and Principles.

b. Description. These records concern authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. They include pricing, accounting for lost, damaged, and destroyed property; reports of surveys fixing

responsibility; and financial inventory accounting for materials and property. See table B-104.

Table B-104

File category 735: Property accountability

FN: 735

Title: General property accountability correspondence

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to property accountability which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to property accountability that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 735-5a

Title: Stock inventory and reconciliations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Stock balance sheets or comparable work papers used for inventory, reconciliation, or adjustment of stock balances.

Disposition: Destroy after 2 years.

FN: 735-5b

Title: Stock record account authorization controls

Authority: II-NNA-881

Privacy Act: Not applicable.

Description: Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of, stock record account serial numbers and information concerning audit status, accountability, and transfer of accountability.

Disposition: Destroy 2 years after termination of account.

FN: 735-5c

Title: Property accounting deviations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to deviations from property accounting procedures granted under the provisions of AR 735-5. Included are requests for deviation, justification for deviation, coordination, comments, approvals, disapprovals, similar documents, and related papers.

Disposition: Destroy 2 years after expiration or disapproval of deviation.

FN: 735-5d

Title: Stock level controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to establishing and amending stock levels at stations and depots. Included are requests by station to depots for revision in station stock level and requests by depots to control points for revision to depot stock level.

Disposition: Destroy after 1 year.

FN: 735-5e

Title: Property accountability transfers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents attesting to the transfer of property

Table B-104

File category 735: Property accountability—Continued

accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

Disposition: Destroy after 2 years.

FN: 735-5f

Title: Installation property accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information accumulated by departmental offices in staff supervision of property accounts at field installations. Included are copies of audit reports received from USAAA; reports on the status of property accounts, and comparable information.

Disposition: Destroy after 2 years.

FN: 735-5g

Title: Stock record account serial number registers

Authority: NC1-AU-80-46

Privacy Act: Not applicable.

Description: Registers recording stock record account serial numbers and indicating each designation and station to which assigned.

Disposition: Destroy after 5 years.

FN: 735-5h

Title: Stock record account serial number lists

Authority: II-NNA-881

Privacy Act: Not applicable.

Description: Lists issued periodically which reflect current stock record account serial numbers assigned within the geographical area of a major command.

Disposition: Destroy on supersession.

FN: 735-5i

Title: Property account waivers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to waivers of military property accounting requirements under the provisions of AR 735-5. Included are requests for waiver, reports of circumstances or conditions, coordination papers, approvals, disapprovals, similar documents, and related papers.

Disposition: Destroy after 10 years.

FN: 735-5j

Title: Stock record accounts

Authority: NC1-AU-76-63

Privacy Act: Not applicable.

Description: The stock record accounts of depots, stations, and other activities constitute installation or activity property accounts, depot custodial records and other documentation of accountable supply distribution activity (ASDA) wholesale stocks. As such they are distinguished from contract property accounts. Installation or activity property account and depot custodial records and other documentation of ASDA wholesale stocks are those which reflect the receipt (regardless of source), storage, issue, usage or location of Government property furnished to Army contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of supplies on hand. These accounts are maintained by an accountable officer, except for depot custodial records and other documentation of ASDA wholesale stocks, which are maintained by a responsible officer. They include vouchers with supporting documents or attachments thereto; stock record cards or any equivalent forms used in their place; and stock record account files, which normally consist of the following:

a. Debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file.

b. Inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey, or other stock record adjustment vouchers.

c. Requisition files or credit voucher files, consisting of—

- (1) Requisitions.
- (2) Shipping.
- (3) Substitution advices.
- (4) Extract requisitions.
- (5) Cancellation advices.
- (6) Purchase requests.

Table B-104**File category 735: Property accountability—Continued**

- (7) Army shipping documents.
- (8) Other documents filed in a requisition file supporting action taken on a requisition or shipping order.
- d. Unserviceable property files, including Army shipping documents, or comparable documents which are filed in an unserviceable property file as a record of property held pending repair or reclamation.
- e. Transaction histories, count cards, survey cards, and other documentation in support of inventory accounting.
- f. Stock accounting and stock control registers, such as debit voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.
- g. Stock record cards will be continued in effect until filled, or until final entry is made thereon.

Disposition:

- a. Destroy after 2 years. However, prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt accounts which have not been covered by subsequent consolidations or memorandum receipts will be removed from the files and retained pending settlement of the transactions or inclusion in subsequent consolidated memorandum receipts. Neither vouchers nor stock record cards reflecting adjusting of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey. Documents relating to equipment being tested for agencies and proving grounds will be destroyed 2 years after disposition of the equipment being tested. Documents relating to all items coded "K" or "R" in the notes column of the Federal Supply Catalog, DOD Section, Medical Material will be destroyed after 3 years.
- b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years).

FN: 735-5k**Title:** Memorandum receipt jackets**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts, consisting of property issue slips, property turn-in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts.

Disposition:

- a. Individual memorandum receipts and related papers: Destroy upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility.
- b. Consolidated memorandum receipts: Destroy when the items shown thereon are included in a current consolidated memorandum receipt, or upon final and complete accounting for all items shown thereon.

FN: 735-5m**Title:** Contract property accounts**Authority:** II-NN-2076**Privacy Act:** Not applicable.

Description: Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors.

Note:

- a. If contract property accounts are maintained in separate and distinct sections of a military property account, such sections of the account will be withdrawn for concurrent disposition with the related contract files.
- b. In the event of interrelating transactions between contract property sections and other sections of a property account, all interrelated vouchers filed in other sections of the account will be removed from these sections and filed with the appropriate contract property account.
- c. When interrelated vouchers are withdrawn, a certificate attesting to their withdrawal will be completed and filed with the withdrawn vouchers in the related contract property section.
- d. If contract property accounts are interfiled in the regular account, the complete property account will be retained for the maximum period prescribed for the related accounts. An exception can be made if the quantity of contract vouchers is small and segregation is practicable and desirable. In such cases, all such vouchers may be withdrawn from the regular account and filed with the related contracts for disposition with them.

Table B-104**File category 735: Property accountability—Continued**

- e. When the latter action is taken, a certificate attesting to the withdrawal will be executed for filing and disposition with the vouchers.
- f. When vouchers which pertain to contract property are filed in a single file in numerical sequence without regard to the type of transaction and it is impracticable to segregate them, they will be destroyed after expiration of the maximum time period prescribed for retaining of the related contracts.

Disposition: Disposition instructions applicable to the related contract file will also apply to these contract property account files.

FN: 735-5n**Title:** Government-furnished material and equipment files**Authority:** II-NNA-2067**Privacy Act:** Not applicable.

Description: Documents reflecting Government owned materials, tools, and equipment furnished to contractors. This description will not be construed to include reports or other documents constituting, or required to be filed with, a voucher to a contract property account.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting for items involved.

FN: 735-5p**Title:** Hospital linen inventories**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Inventories which are retained by the inventory officer, such as quarterly hospital linen inventories used to determine losses or gains incurred in the operation of hospital linen control and distribution.

Disposition: Destroy after 1 year.

FN: 735-5q**Title:** Lease and rental cases**Authority:** II-NNA-2147**Privacy Act:** Not applicable.

Description: Documents relating to individual leases or rentals of Government owned equipment to private concerns or individuals. Included are invoices, shipping documents, collection vouchers, agreements, and related documents.

Disposition: Destroy 6 years after close of FY in which final collection of rentals is made.

FN: 735-5r**Title:** Report of survey files**Authority:** NC1-AU-81-22**Privacy Act:** Not applicable.

Description: Reports that describe the circumstances and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

Disposition:

- a. Destroy files involving pecuniary liability 5 years after completion of final action.
- b. Destroy other files after 3 years.

FN: 735-5s**Title:** Report of survey control register files**Authority:** NC1-AU-81-22**Privacy Act:** Not applicable.

Description: Registers and related documents maintained to control reports of survey.

Disposition: Destroy after 5 years.

FN: 735-5t**Title:** Relief from responsibility (liability admitted) files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. This does

Table B-104**File category 735: Property accountability—Continued**

not include those copies of forms that support entries to the property book, which are filed under FN 710-2a.

Disposition:

- a. DD Form 1131: Destroy 3 months after completion of collection action.
- b. DD Form 362: Destroy 3 months after verification that all amounts have been collected from the soldier's pay.

FN: 735-11a

Title: Report of survey files (Rescinded; use FN 735-5r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11b

Title: Report of survey control register files (Rescinded; use FN735-5s.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11c

Title: Relief from responsibility (liability admitted) files (Rescinded; use FN 735-5t.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11d

Title: Report of survey files (Rescinded; use FN 735-5r.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11f

Title: Installation property accounts (Rescinded; use FN 735-5f.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11g

Title: Inventory adjustment reports (Rescinded; use FN 735-5j.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 735-11-2a

Title: Packaging and handling deficiency reports

Authority: II-NNA-1462

Privacy Act: Not applicable.

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports or corrective action, and related papers.

Disposition: Destroy after 1 year.

FN: 735-17a

Title: Library vouchers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Vouchers, supporting papers, and voucher register and inventory balance record of books.

Disposition: Destroy after 2 years.

FN: 735-17b

Title: Shelf list cards

Table B-104**File category 735: Property accountability—Continued**

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards indicating all books in the library arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the processes of accountability.

Disposition: Destroy after all items indicated thereon have been dropped from accountability records.

FN: 735-17c

Title: Library catalogs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility or transfer of the books to a library depot or other library, the current library card catalog files will be included in the transfer if possible.

Disposition: Destroy when related books have been permanently removed from the library collection.

FN: 735-20a

Title: Financial inventory accounting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents created and maintained by offices responsible for financial inventory accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence and related records. General ledgers summarizing these data are maintained by finance and accounting officers.

Disposition: Destroy after 1 year.

FN: 735-60a

Title: Administrative and management financial inventory accounts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information relating to the administration and management of financial inventory accounting systems at elements in the command. Included are consolidated reports, supply management reports, source material, posting media, and related information.

Disposition:

a. Offices of the Army Staff and major command headquarters: Destroy after 3 years.

b. Other offices: Destroy after 2 years.

B-92. File category 738: Maintenance management

a. Prescribing directives.

(1) DA Pam 738-750, The Army Maintenance Management System (TAMMS).

(2) DA Pam 738-751, Functional Users Manual for The Army Maintenance Management System, Aviation (TAMMS-A).

b. Description. These records concern the management of maintenance actions for Army equipment. The records described below were formerly prescribed by TM 38-750, TAMMS, and were identified in the previous edition of MARKS with FNs 750-1c through 750-1k. See table B-105.

Note. Maintenance records for aviation remain in TM 38-750 and are identified within MARKS with AR 750-1 for consistency of numbering.

Table B-105**File category 738: Maintenance management**

FN: 738

Title: General maintenance management correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Table B-105**File category 738: Maintenance management—Continued****Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to maintenance management which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25–30q.)

b. NONACTION: Matters relating to maintenance management that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work, extra copies of actions maintained by action officers, duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary), and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 738–750a

Title: Maintenance requests

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents used to request maintenance services, to report completion of modification work orders (MWOs), to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

Disposition: Dispose of as provided by DA Pam 738–750.

FN: 738–750b

Title: Maintenance request registers

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents used to record and control maintenance work. These documents are usually in the form of registers.

Disposition: Destroy 6 months after last entry.

FN: 738–750c

Title: Exchange tags

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents (normally tags) used as receipts for replacement parts or components.

Disposition: Destroy on return or issue of related equipment.

FN: 738–750d

Title: Preventive maintenance schedules

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

Disposition: Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

FN: 738–750e

Title: Equipment inspection and maintenance worksheets

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment. (This does not include forms for inspecting and maintaining aircraft, DA Form 2408–13 or similar forms, for which see DA Pam 738–751.)

Table B-105**File category 738: Maintenance management—Continued****Disposition:**

a. Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable.

b. If needed for historical inspection data purposes, destroy when these purposes have been served.

FN: 738–750f

Title: Historical records or logbooks

Authority: II–NNA–175

Privacy Act: Not applicable.

Description: DA Pam 738–750 prescribes the use of equipment logbooks and maintenance historical files. This record begins at the time the manufacturer delivers the equipment and is identified with and travels with the item until it is dropped from the Army inventory. These historical maintenance documents provide commanders with up-to-date information concerning the readiness and condition of equipment. In addition, by checking the records accompanying the equipment, maintenance personnel are readily aware of the past maintenance accomplished and can quickly determine the next necessary maintenance. DA Pam 738–750 lists the various forms constituting the historical record, provides transfer and disposition instructions for the forms, outlines procedures to be followed in disposition or transfer of the documents related to equipment involved in Military Assistance Programs, and lists each type of equipment for which an historical file is to be created and maintained.

Note: This does not include aircraft maintenance records, for which see FN 738–751a below.

Disposition: Dispose of in accordance with DA Pam 738–750.

FN: 738–750g

Title: Shop property accounts

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents accumulating in tool rooms, parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar information reflecting the issue, turn-in, and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account or may be subsidiary to it. Stock record cards and direct exchange cards should be continued in use until filled or the final entry is made.

Disposition: Destroy after 2 years.

FN: 738–750h

Title: Equipment record cards

Authority: NN-166–204

Privacy Act: Not applicable.

Description: Documents maintained to provide a perpetual inventory of selected major or end items of equipment and to retain timely data for required equipment reports. Included are installation equipment inventory record cards, record of engineering equipment requiring repair parts, support cards, and similar forms. Engineer equipment requiring repair parts support records will be transferred as required by DA Pam 738–750.

Disposition: Destroy 2 years after equipment is removed from agency control.

FN: 738–750i

Title: Diagnostic medical and dental xray systems and specific components

Authority: NC1–AU–80–17

Privacy Act: Not applicable.

Description: Information related to certified diagnostic xray systems and specific components assembled, installed, and reinstalled. Included are FD Form 2579 (Report of Assembly of a Diagnostic Xray System), acceptance inspection report, compliance testing report, periodic verification, certification, and calibration records, records of periodic maintenance services, DA Form 2407 (Maintenance Request), manufacturer's compliance, maintenance, and calibration schedule, extract or copy of the radiation protection survey pertaining to the individual xray system, and similar information.

Disposition: Office performing maintenance, verification, certification, and calibration: Retain in CFA for life of the xray system. Destroy in CFA

Table B-105**File category 738: Maintenance management—Continued**

5 years after transfer of the xray system to Defense Property Disposal Office for scrap. All information relating to the xray system will accompany equipment upon transfer.

FN: 738-750j**Title:** Calibration data cards**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Cards used to record each standard or item of test and measuring equipment requiring a calibration service and to record calibration accomplishment.

Disposition:

a. Master file: Forward to the appropriate commodity command on final disposition of related instrument.

b. Other copies: Dispose of in accordance with DA Pam 738-750.

FN: 738-750k**Title:** Engine log or run-in data files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

Disposition: Destroy after 2 years.

FN: 738-750m**Title:** Shop locator records**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.

Disposition: Destroy on return or reissue of related equipment.

FN: 738-751a**Title:** Aircraft maintenance records**Authority:** NC1-AU-85-80**Privacy Act:** Not applicable.

Description: DA Pam 738-751 prescribes the use of equipment logbooks and maintenance historical files for Army aircraft. These records begin at time of delivery by the manufacturer and are identified and travel with the equipment until it is dropped from the Army inventory. These records provide commanders with up-to-date information on the readiness and condition of Army aircraft. DA Pam 738-751 lists the various forms constituting the historical record.

Disposition:

a. Aircraft that are sold to private individuals or corporations: Transfer maintenance records to the buyer.

b. Aircraft dropped from inventory due to scrappage or cannibalization: Destroy 2 years after aircraft is dropped from inventory.

c. Aircraft destroyed by crash: Destroy after 30 years. Retire to WNRC after 5 years at the installation.

FN: 738-751b**Title:** Maintenance requests**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used to request maintenance services, to report accomplishment of MWOs, to record maintenance performed, to report receipt of defective material, and to submit equipment improvement recommendations. A single form is prescribed for use as an individual work request, as a report of modification accomplishments, as an equipment improvement recommendation, or for recording two or all three of these functions. Records related to this form include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.

Disposition: Dispose of as provided by DA Pam 738-751.

FN: 738-751c**Title:** Maintenance request registers**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used to record and control maintenance work. These documents are usually registers.

Table B-105**File category 738: Maintenance management—Continued**

Disposition: Destroy 6 months after last entry.

FN: 738-751d**Title:** Exchange tags**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents (normally tags) used as receipts for replacement of parts or components.

Disposition: Destroy on return or issue of related equipment.

FN: 738-751e**Title:** Preventive maintenance schedules**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment when the equipment is transferred.

Disposition: Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

FN: 738-751f**Title:** Equipment inspection and maintenance worksheets**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents reflecting the performance of preventive maintenance inspections, services, diagnostic checkouts, and spot check inspection of equipment.

Disposition: Destroy on posting to related equipment logbook, on entering the deficiencies on a new form, or on completion of next serviceability test or check, as applicable. If needed for historical inspection data purposes, destroy when these purposes have been served.

FN: 738-751g**Title:** Engine log or run-in data files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports reflecting time, speed, load pressures, temperatures, and other features determined in the process of testing internal combustion engines.

Disposition: Destroy after 2 years.

FN: 738-751h**Title:** Installed and spare engine reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

B-93. File category 740: Storage and supply activities*a. Prescribing directives.*

(1) AR 740-1, Storage and Supply Activity Operations.

(2) AR 740-3, Care of Supplies in Storage (COSIS).

(3) AR 740-32, Responsibilities for Technical Escort of Dangerous Materials.

b. Description. These records concern organization, mission, and function of Army depots; establishment, status, and utilization of storage and warehousing facilities; warehousing and depot operations and performance measurement. Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, and inspection incident to storage functions, and reissue of material. See table B-106.

Table B-106**File category 740: Storage and supply activities****FN:** 740**Title:** General storage and supply activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to storage and supply activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to storage and supply activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 740-1a**Title:** Depots supply operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations.

Disposition: Destroy after 2 years.**FN:** 740-1b**Title:** Locator records**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents constituting a part of a location system for supplies and equipment or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.

Disposition: Destroy when superseded or obsolete.**FN:** 740-1c**Title:** Warehouse plans and layouts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Warehouse, shed, or open storage space planning and layout diagrams or comparable papers relating to space planning and layout.

Disposition: Destroy on supersession or obsolescence.**FN:** 740-1d**Title:** Daily humidity and temperature charts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings.

Disposition: Destroy 6 months after transfer of data to annual graph.**FN:** 740-1e**Title:** Atmospheric annual graphs**Authority:** NC1-AU-77-147**Privacy Act:** Not applicable.

Description: Annual graphs which reflect atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives.

Disposition: Destroy 5 years after demolition of magazine.**FN:** 740-1f**Title:** Storage registers**Authority:** NN-166-204**Table B-106****File category 740: Storage and supply activities—Continued****Privacy Act:** Not applicable.

Description: Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.

Disposition: Destroy after 1 year.**FN:** 740-1g**Title:** Storage identification and inspection reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, to determine the suitability of storage methods and conditions and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers. (This description does not include files relating to the storage of ammunition.)

Disposition: Destroy after 2 years.**FN:** 740-1h**Title:** Warehouse receipts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Car arrival reports, shipping documents, tallies, or comparable documents retained for car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.

Disposition: Destroy 3 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

FN: 740-1i**Title:** Warehouse shipping files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Army shipping documents, tallies, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for picking, packing, and loading stock for shipment.

Disposition: Destroy 3 months after shipment, or when they have served their intended purpose, whichever is first.

FN: 740-1j**Title:** Labor pool and equipment operating files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Documents relating to the assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing such information as the date, shift, cars or trucks loaded or unloaded, and comparable documents.

Disposition: Destroy after 6 months.**FN:** 740-1k**Title:** Storage reports**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports.

Disposition: Destroy after 2 years.**FN:** 740-1m**Title:** Depot stock availability reports**Authority:** II-NN-2076**Privacy Act:** Not applicable.

Description: Reports prepared periodically listing stock availability balances. These are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously reported as due out.

Table B-106**File category 740: Storage and supply activities—Continued**

Disposition: Destroy after 3 months, or on completion of next report, whichever is first.

FN: 740-1n

Title: Depot stock status and transactions analysis reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports reflecting current balances on a depot's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports.

Disposition: Destroy after 3 months, or on completion of next report, whichever is first.

FN: 740-1p

Title: Due-in documents

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents. Such documents are excluded when filed with vouchers to the stock record account.

Disposition: Destroy 6 months after receipt of shipment, or when they have served their intended purpose, whichever is first.

FN: 740-1q

Title: Model (service) stocks

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities which lack an organizational supply officer. Included are model stock lists and their revisions, property issue slips, and property turn-in slips.

Disposition: Destroy after 2 years.

FN: 740-1r

Title: Supply item references

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, and similar supply reference aids.

Disposition: Destroy on supersession or obsolescence.

FN: 740-1s

Title: Transportation unit controls

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents constituting a system for control of the identification of separate shipments.

Disposition: Destroy 6 months after date of last shipment from a shipping installation.

FN: 740-3a

Title: Material handling equipment use files

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents.

Disposition:

a. Offices of the Army staff: Destroy after 1 year.

b. Other offices: Destroy after 2 years.

FN: 740-32a

Title: Technical escort files

Authority: NN-172-194

Privacy Act: Not applicable.

Description: Information on each escort operation performed by U.S. Army technical escort teams for shipments of chemical agents, biological agents, radiological agents, and etiological agents. Included are checklist and report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and related information.

Disposition: Destroy after 2 years.

B-94. File category 746: Marking, packing, and shipment of supplies and equipment

a. *Prescribing directive.* AR 746-1, Packaging of Army Materiel for Shipment and Storage.

b. *Description.* These records concern painting and marking of Army materiel for identification. This includes preparing of materiel for shipment (cleaning, preserving, packing, packaging, and marking), loading, and escorting of shipments. See table B-107.

Table B-107**File category 746: Marking, packing, and shipment of supplies and equipment**

FN: 746

Title: General marking, packing, and shipment of supplies and equipment correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to marking, packing, and shipment of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. **NONACTION:** Matters relating to marking, packing, and shipment of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 746-1a

Title: Packaging and handling deficiency reports

Authority: II-NNA-1462

Privacy Act: Not applicable.

Description: Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action, and related papers.

Disposition: Destroy after 1 year.

FN: 746-1b

Title: Preservation and packaging files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to the preservation and packaging of materiel.

Disposition: Destroy on supersession or obsolescence, or on incorporation of data in methods and procedures directives or similar system.

FN: 746-1c

Title: Packing, boxing, and crating files

Authority: NC1-AU-77-48

Privacy Act: Not applicable.

Description: Documents relating to assembling, protecting, packing, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.

Disposition: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

FN: 746-1d

Title: Box and crate work orders

Authority: II-NNA-410

Privacy Act: Not applicable.

Description: Box and crate shop work orders and supporting papers indicating all work performed by the activity and reflecting the status of

Table B-107**File category 746: Marking, packing, and shipment of supplies and equipment—Continued**

work in process in terms of materials and workforce hours consumed and work accomplished.

Disposition: Destroy after 3 months.

FN: 746-1e

Title: Box and crate order and control registers

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters.

Disposition: Destroy after 1 year.

B-95. File category 750: Maintenance of supplies and equipment

a. *Prescribing directive.* AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations.

b. *Description.* These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation. Also includes activities and operations responsible for maintenance functions. Current file numbers in the 750 category are listed in table B-108. Rescinded file numbers in the 750 category are listed in table B-109.

Note. Under instructions in DA Pam 738-750, most record-keeping activities (except for aircraft) were transferred from TM 38-750. See table B-109.

Table B-108**File category 750: Maintenance of supplies and equipment**

FN: 750

Title: General maintenance of supplies and equipment correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to maintenance of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to maintenance of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 750-1a

Title: Maintenance summary and management files

Authority: NC1-AU-77-45

Privacy Act: Not applicable.

Description: Documents relating to summarization of data on the general management of maintenance operations and functions. Includes copies of various operationally prepared forms (commonly referred to as "control copies") containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, work time standards, parts supply, cost control, quality

Table B-108**File category 750: Maintenance of supplies and equipment—Continued**

control, and similar information.

Note: Control copies of documents that are in machine-readable form should be maintained and disposed of as prescribed for data processing files (18-series of records) or as machine-readable records.

Disposition:

a. Office having Army-wide responsibility:

(1) Consolidated reports and summaries affecting policy, precedent, and procedure: Destroy 5 years after supersession or obsolescence.

(2) Other reports: Destroy when no longer needed for current operations.

(3) Feeder reports: Destroy on extraction of data.

b. Other offices:

(1) Consolidated reports and summarizations: Destroy when no longer needed for current operations.

(2) Feeder reports: Destroy on extraction of necessary data.

FN: 750-1b

Title: Item maintenance engineering files

Authority: NN-165-10

Privacy Act: Not applicable.

Description: Documents created in maintenance engineering of development, reproduction, or standardization of items of materiel to determine maintenance support required; assure incorporation of ease of maintenance in design; improve maintenance operations on existing items; reduce maintenance; and prepare, coordinate, and issue technical manuals and bulletins, lubrication orders, and modification work orders. Included are contributions to and comments on maintenance specifications; support plans for development items; reports or minutes of maintenance evaluation review; reports, drawings, and similar papers resulting from investigating and correcting deficiencies or otherwise modifying the materiel; and draft copies of the published equipment publications and communications relating to them.

Disposition:

a. Office responsible for preparation: Destroy 6 years after publication of the related instruction, or on termination of the project when no such publication is issued.

b. Other offices: Destroy after 2 years, or 2 years after publication of the related equipment publication, except that Equipment Improvement Recommendations maintained by National Maintenance Points will be destroyed after 6 years.

FN: 750-1h

Title: Installed and spare engine reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Documents relating to reports indicating Army aircraft engines in stock or installed on fixed wing or rotary wing aircraft. Data for preparation of these reports are contained in aircraft flight reports and maintenance and historical records for aeronautical equipment.

Disposition:

a. Office having Army-wide responsibility: Destroy after 5 years.

b. Other offices: Destroy after 1 year.

FN: 750-1m

Title: Maintenance technical assistance files

Authority: NC1-AU-77-46

Privacy Act: Not applicable.

Description: Reports and related papers accumulating from conduct of technical assistance programs which provide advice and assistance to improve organizational and field maintenance performance.

Disposition:

a. Office having Army-wide responsibility: Destroy after 3 years.

b. Other offices: Destroy when no longer needed for current operations.

FN: 750-1n

Title: Support unit records

Authority: II-NNA-2076

Privacy Act: Not applicable.

Description: Documents maintained by supporting maintenance elements to provide pertinent information relative to units supported, such as official designation of the unit; applicable TOE; location; current listings of equipment eligible for support; names of air, supply, maintenance, and key NCOs; copies of latest inspection reports; copies

Table B-108**File category 750: Maintenance of supplies and equipment—Continued**

of latest work request and job order, and similar information. Transfer to new supporting element on transfer of the supported unit.

Disposition: Destroy on obsolescence of the data or on discontinuance of the supported unit, whichever is first.

Table B-109**File category 750: Maintenance of supplies and equipment—rescinded FNs**

FN: 759-1c

Title: Maintenance request files

Use: FN 738-750a

FN: 750-1d

Title: Maintenance request register files

Use: FN 735-750b

FN: 750-1e

Title: Exchange tag files

Use: FN 738-750c

FN: 750-1f

Title: Preventive maintenance schedule files

Use: FN 738-750d

FN: 750-1g

Title: Equipment inspection and maintenance worksheet files

Use: FN 738-750e

FN: 750-1i

Title: Historical record or logbook file

Use: FN 738-750f

FN: 750-1j

Title: Shop property account files

Use: FN 738-750g

FN: 750-1k

Title: Equipment record card files

Use: FN 738-750h

FN: 750-51a

Title: Maintenance technical assistance files

Use: 750-1m

FN: 750-51b

Title: Support unit record files

Use: FN 750-1n

B-96. File category 755: Utilization and disposal of supplies and equipment

a. *Prescribing directive.* ER 755-2-1, Utilization and Disposal of Supplies and Equipment.

b. *Description.* These records concern reporting, using, screening, redistributing, and disposing of excess, surplus, and foreign excess personal property. Current 755 file numbers are listed in table B-110. Rescinded 755 file numbers are listed in table B-111.

Table B-110**File category 755: Utilization and disposal of supplies and equipment**

FN: 755

Title: General disposal of supplies and equipment correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and

Table B-110**File category 755: Utilization and disposal of supplies and equipment—Continued**

replies, informal reports with related papers, general recommendations, and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to disposal of supplies and equipment which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to disposal of supplies and equipment that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 755-2-1a

Title: Supply files (COE)

Authority: NC1-AU-78-91

Privacy Act: Not applicable.

Description: Files created in connection with the requisitioning, procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures, and related matters. Included are correspondence, reports of inspection, requisitions invitations to bid, SBA Form 70, and related papers.

Disposition: Destroy after 5 years in CFA.

Table B-111**File category 755: Utilization and disposal of supplies and equipment—rescinded FNs**

FN: 755-2a

Title: Excess property reporting files

FN: 755-2b

Title: Small arms sales records

FN: 755-2c

Title: Disposal activity reports

FN: 755-2d

Title: Surplus property donations

FN: 755-2e

Title: Property disposal accounts

FN: 755-2f

Title: Demilitarization and mutilation files

B-97. File category 795: International logistics

a. *Prescribing directives.* None.

b. *Description.* None. This category is rescinded. See table B-112.

Table B-112**File category 795: International logistics—rescinded FNs**

FN: 795-22a

Title: ILP requirements

Use: FN 12-8b

FN: 795-22b

Title: ILP accounts

Use: FN 12-8c

FN: 795-22c

Title: Foreign government receipts

Use: FN 12-8d

Table B-112**File category 795: International logistics—rescinded
FNs—Continued**

FN: 795-22d**Title:** ILP reports**Use:** FN 12-8e

B-98. File category 840: Heraldic activities

a. *Prescribing directive.* AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates.

b. *Description.* These records concern authority for, description, display, and use of flags, guidons, tabards, and automobile plates by Army organizations and personnel. See table B-113.

Table B-113**File category 840: Heraldic activities**

FN: 840**Title:** General heraldic activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to heraldic activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to heraldic activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 840-10a**Title:** Heraldic items**Authority:** NC1-AU-77-171**Privacy Act:** Not applicable.

Description: Information on the development, research, design, and approval or disapproval of symbolic items worn or displayed by persons, organizations, or equipment. Included are equipment, including insignia, medals, badges, ribbons, coats of arms, guidons, pennants, streamers, aircraft markings, official seals, and other heraldic devices. Included are illustrations, designs, paintings, photographs, technical data, specifications, correspondence, orders, and similar information. Excluded is information filed in unit, organization, or installation history files.

Disposition:

a. Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

b. Other offices: Destroy after 2 years.

FN: 840-10b**Title:** Heraldic manufacturing drawings**Authority:** NC1-AU-77-171**Privacy Act:** Not applicable.

Description: Original manufacturing drawings on linen cloth used in the development of heraldic items for the Armed Forces and other Government departments and agencies. Included are drawings pertaining to flags, streamers, coats of arms, insignia, seals, and other symbolic items.

Disposition: Office having Army-wide responsibility: Permanent. In

Table B-113**File category 840: Heraldic activities—Continued**

coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

FN: 840-10c**Title:** Heraldic general reference collections**Authority:** NC1-AU-80-2**Privacy Act:** Not applicable.

Description: Information accumulated in control of uniforms and symbolic items of an official nature, both military and civilian, including their design, development, wear, authorization, and use. Included are historical materials pertaining to U.S. uniforms, insignia, accouterments, decorations, medals, seals, flags, streamers, and other official symbolism.

Disposition: Office having Army-wide responsibility: Permanent. In coordination with HQDA (SAIS-PSP), offer to the National Archives when no longer required for on-site reference by the Institute of Heraldry.

B-99. File category 870: Historical activities

a. *Prescribing directives.*

(1) AR 870-5, Military History: Responsibilities, Policies, and Procedures.

(2) AR 870-20, Historical Properties and Museums.

b. *Description.* These records concern preparation and use of historical data and studies, administration of the Army Historical Program, organizational history, lineage, and honors, establishment and maintenance of museums, historical services, and acquisition, accountability, and disposition of historical properties. See table B-114.

Table B-114**File category 870: Historical activities**

FN: 870**Title:** General historical activities correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. **ACTION:** Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature; and other information relating to historical activities which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. **NONACTION:** Matters relating to historical activities that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. **ACTION:** Destroy after 2 years.

b. **NONACTION:** Destroy when no longer needed for current operations.

FN: 870-5a**Title:** Organizational histories**Authority:** NC1-AU-80-33**Privacy Act:** Not applicable.

Description: Information reflecting organizational history as described in AR870-5. Included are unit history and annual supplements, when prepared, copies of lineage and honors certificates, data on organizational flags, coats of arms, and distinctive insignia (where applicable), citations for organizational decorations, newspaper, book, and magazine clippings, unframed photographs, pictures, certificates, and letters, programs and other data relating to historical ceremonies and organizational traditions, names and social security numbers of all

Table B-114**File category 870: Historical activities—Continued**

commanders and dates of assumption of command, copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active Federal (or military) service, and other information of primary interest and value to and directly connected with the specific organization.

Disposition:

a. Agencies not converting the data to microform: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. Records may also be transferred if the unit is temporarily unable to provide proper care for them.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent. Transfer to the U.S. Army Center of Military History, ATTN: CSER-HSR, WASH DC 20314-0200 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for the records.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5b

Title: Installation historical files

Authority: NC1-AU-80-32

Privacy Act: Not applicable.

Description: Information maintained to reflect a chronological record of noteworthy events of interest from an historical or a statistical standpoint which occur at an installation or activity.

Disposition:

a. Agencies not converting the data to microform: Permanent. Retire upon discontinuance of installation or activity.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent. Retire upon discontinuance of installation or activity.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5c

Title: Annual historical summaries

Authority: NC1-AU-80-34

Privacy Act: Not applicable.

Description: Information relating to annual historical summaries prepared by Army Staff agencies, major CONUS and major OCONUS commands, as required by AR870-5. Included are annual historical summaries with annexes and attachments and other directly related information.

Disposition:

a. Agencies not converting the data to microform:

(1) Summaries and directly related unique background material: Permanent.

(2) Other records: Destroy after 10 years.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent.

(b) Original microforms depicting other records: Destroy after 10 years.

(c) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5d

Title: Historian's background material files

Authority: NC1-AU-80-35

Table B-114**File category 870: Historical activities—Continued**

Privacy Act: A0870-5DAMH

Description: Information used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.

Disposition:

a. Agencies not converting the data to microform: Permanent. PIF on publication of related volumes. Cut off at the end of that year.

b. Agencies converting all the data to microform:

(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and diazo or vesicular copy: Permanent. In coordination with HQDA (SAIS-PDD), offer microforms from initial filming to the National Archives upon completion of all quality checks. Offer microforms from subsequent filmings, in 2-year blocks, as a direct accession to an existing series of records already accessioned into the National Archives.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 870-5e

Title: Historical inquiries

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Data accumulated in answering inquiries about historical events or persons.

Disposition: Destroy when obsolete or no longer needed. (However, information that possesses value to other organizations or offices may be transferred as provided by this pamphlet.)

FN: 870-5f

Title: Historical program progress reports

Authority: NC1-AU-78-128

Privacy Act: Not applicable.

Description: Statements and reports indicating progress in research, writing, editing, revising, reviewing, and completing volumes, monographs, and studies being planned or prepared by historical agencies.

Disposition:

a. Offices having Army-wide staff responsibility: Permanent. PIF when no longer needed for current operations and cut off at the end of that year.

b. Historical agencies: Destroy after 10 years, or when they have served their purpose, whichever is first.

FN: 870-5g

Title: Personal papers

Authority: Not required.

Privacy Act: Not applicable

Description: Senior officials, such as Army Secretaries, Under Secretaries, Assistant Secretaries, and general officers, often accumulate copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Information in these collections is usually retained on a highly selective basis and often documents significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections should be maintained separately and identified with the individual official accumulating them, such as "MG Smith's personal paper files." Official record copies should never be included in these collections. Official record copies of all documentation should be filed in and properly disposed of with related files maintained by the office of record. (All records and copies thereof made or received by military or civilian members of the Army in the course of conducting Government business are official Government files. No person acquires a proprietary interest in any official documentation by virtue of his military or civilian position.)

Disposition: On retirement or separation of the individual, transfer to the U.S. Army Military History Institute, Carlisle Barracks, PA 17013-5008. Earlier transfer is authorized.

Table B-114**File category 870: Historical activities—Continued****FN:** 870-5h**Title:** Historian sources**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information used as source data in preparation of historical volumes. Included are duplicates or photocopies of correspondence, reports, directives, pamphlets, publications, or other official records, preliminary or partial drafts, author's outline, author's original notes, and comparable information. (Record material should be returned on completion of the volume.)

Disposition: Destroy 2 years after publication of the related volumes, except that material applicable to future volumes may be retained and files that possess value to other organizations or offices may be transferred.

FN: 870-20a**Title:** Historical property accounts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Historical property catalog cards and historical property jackets which include bibliographies, field notes, working notes, exhibition information, repair reports, research information, and similar information.

Disposition: Transfer records on permanent transfer of property. Destroy on salvage or other final disposition of property, unless otherwise directed by the Chief of Military History.

B-100. File category 920: Civilian marksmanship

a. Prescribing directive. AR 920-15, National Board for the Promotion of Rifle Practice and Office of Director of Civilian Marksmanship.

b. Description. Records concerning promotion of civilian rifle practice, including matches and competition in use of rifled arms. This includes organization, functions, and responsibilities of National Board for Promotion of Rifle Practice and Office of Director of Civilian Marksmanship. It pertains to issue of arms, ammunition, and supplies to civilians and procurement and award of trophies, badges, and medals. See table B-115.

Table B-115**File category 920: Civilian marksmanship****FN:** 920**Title:** General civilian marksmanship correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to civilian marksmanship which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to civilian marksmanship that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 920-15a**Title:** NBPRP files**Table B-115****File category 920: Civilian marksmanship—Continued****Authority:** NC1-AU-78-1**Privacy Act:** Not applicable.

Description: Documents relating to meetings of the National Board for the Promotion of Rifle Practice (NBPRP) and its Executive Committee. Included are agenda, notices, and minutes of meetings; documents assigning board members; and related information.

Disposition:

a. Office of the board recorder: Permanent. Retire when no longer needed for current operations.

b. Offices of board members: Destroy after 2 years.

FN: 920-15b**Title:** Civilian rifle club files**Authority:** NN-165-11**Privacy Act:** Not applicable

Description: Documents about civilian rifle clubs and civilian school rifle clubs in the NBPRP program. Included are enrollment forms, bond records, surety bonds, requisitions, shipping documents, property inventories, descriptions of range facilities, annual statistical reports, qualification reports, and similar information.

Disposition:

a. Correspondence and annual reports: Destroy after 1 year.

b. Other documents: Destroy 3 years after inactivation of the club.

B-101. File category 930: Service organizations

a. Prescribing directive. AR 930-4, Army Emergency Relief.

b. Description. These records concern authority, organization, operations, and procedures of the Army Emergency Relief; mission and operations of the American National Red Cross; support, privileges, and facilities provided the Red Cross by the Army; use of Red Cross services by the Army; mission and operation of the United Services Organization, Inc. (USO); logistical support, privileges, and services provided by the Army to the USO; USO services provided to the Army, and similar information. See table B-116.

Table B-116**File category 930: Service organizations****FN:** 930**Title:** General service organizations correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to service organizations which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to service organizations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 930-4a**Title:** Army Emergency Relief organization files**Authority:** NC-AU-76-9**Privacy Act:** Not applicable.

Description: Information relating to the basis for authorizing, organizing, and prescribing procedures for operation of the Army

Table B-116**File category 930: Service organizations—Continued**

Emergency Relief (AER) organization to relieve distress of members of the Army and their dependents.

Disposition:

- a. Office having Army-wide responsibility: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.

FN: 930-4b

Title: Army Emergency Relief transactions

Authority: NN-166-204

Privacy Act: A0930-4CFSC

Description: Information accumulated by branches and sections of the AER organization in providing emergency financial assistance to members of the Army and their dependents. Included are financial and loan reports, applications for financial assistance, acknowledgments of remittances and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and related information.

Disposition: Destroy in CFA after 3 years. (However, information pertaining to loans that have not been paid in full will be retained until paid or until approved as uncollectable.)

B-102. File category 1105: Corps of Engineers planning*a. Prescribing directives.*

- (1) ER 1105-2-10, Planning Programs.
- (2) ER 1105-2-40, Economic Considerations.

b. Description. This information concerns formulation and evaluation of plans, projects, and programs for the development of water resources and related activities (Civil Works); also for military construction projects, including pre-authorization, post authorization, and modification activities during planning before detailed design and implementation. It includes preliminary, feasibility, and definite scope studies and reports, master planning, and flood plain management. Specific aspects include engineer planning, economics and evaluation, environmental considerations, non-Federal responsibilities and cost sharing, reports' preparation and processing, and pertinent coordination and information activities. See table B-117.

Table B-117**File category 1105: Corps of Engineers planning**

FN: 1105

Title: General Corps of Engineers planning correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers planning which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers planning that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

- a. ACTION: Destroy after 2 years.
- b. NONACTION: Destroy when no longer needed for current operations.

FN: 1105-2-10a

Title: Civil Works planning and development correspondence

Authority: NN-166-204

Table B-117**File category 1105: Corps of Engineers planning—Continued**

Privacy Act: Not applicable.

Description: Information on the long-range planning and development of civil works activities, exclusive of specific files herein.

Disposition:

- a. OCE: Permanent.
- b. Field offices: Destroy after 5 years.

FN: 1105-2-10b

Title: Civil works small projects

Authority: NC1-AU-88-12

Privacy Act: Not applicable.

Description: Information pertaining to small flood control projects authorized under Section 205, 1948 Flood Control Act; small beach erosion projects authorized under Section 103, 1962 Beach Erosion Act; and small navigation projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, photographs, design memorandums, related correspondence, and similar information.

Disposition:

- a. OCE: Destroy when no longer needed for current operations.
- b. Field offices:
 - (1) All detailed project reports: Permanent.
 - (2) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Visual Information Center, when no longer needed by the office of origin.
 - (3) Cartographic records (drawings, maps, specifications, and so forth): Permanent.
 - (4) All other records: Destroy when no longer needed for current operations.

FN: 1105-2-10c

Title: Civil works supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE division offices which duplicate the files kept by subordinate offices, as described herein.

Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is first.

FN: 1105-2-40a

Title: Economic data

Authority: NC1-AU-78-32

Privacy Act: Not applicable.

Description: Information pertaining to crop values and distribution and flood plain areas by acres (that is, computation sheets of crop and structural losses, crop and structural curves, and specific economic flood backup data and maps).

Disposition: Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

B-103. File category 1110: Corps of Engineers engineering and design*a. Prescribing directives.*

- (1) ER 1110-1-5, Plant Pest Quarantined Areas.
- (2) ER 1110-1-8, Required Visits to Construction Sites by Construction Personnel.
- (3) ER 1110-1-260, Fire Protection Policy.
- (4) ER 1110-1-261, Control of Field Testing Procedures.
- (5) ER 1110-1-500, Incorporation of Fallout Protection into Army Military Structures.
- (6) ER 1110-1-1400, Exchange of Geologic and Hydrologic Information.
- (7) EM 1110-1-1806, Presenting Subsurface Information in Contract Plans and Specifications.
- (8) ER 1110-1-8100, Laboratory Investigations and Materials Testing.
- (9) ER 1110-2-1, Provisions for Future Hydropower Installation at Corps of Engineer Projects.
- (10) ER 1110-2-100, Periodic Inspection and Continuing Evaluation of Completed Civil Works Structures.
- (11) ER 1110-2-240, Water Control Management.

- (12) ER 1110-2-1150, Post-Authorization Studies.
- (13) ER 1110-2-1200, Plans and Specifications.
- (14) ER 1110-2-1400, Reservoir Control Centers.
- (15) ER 1110-2-1403, Hydraulic and Hydrologic Studies by Corps Separate Field Operating Activities and Others.
- (16) ER 1110-2-1453, Criteria for SPH and PMH Wind Fields.
- (17) ER 1110-2-1454, Corps Responsibilities for Non-Federal Hydroelectric Power Development Under the Federal Power Act.
- (18) ER 1110-2-1455, Cooperative Stream Gauging Program.
- (19) EM 1110-2-1906, Laboratory Soils Testing.
- (20) ER 1110-2-4001, Notes on Sedimentation Activities.
- (21) ER 1110-6-1, Fire Protection and Safety.
- (22) ER 1110-345-710, Drawings.
- (23) ER 1110-345-711, Standard Designs by Field Offices.
- (24) ER 1110-345-720, Specifications.

b. *Description.* This information concerns design of military, civil, and other agency construction projects, including creation of design criteria, concept plans, guide and contract specifications, and requisite drawings of architectural construction and mechanical details for contract purposes, also, information on actions pertaining to investigation of current and proposed technologies for application to Corps of Engineers projects. See table B-118.

Table B-118
File category 1110: Corps of Engineers engineering and design

FN: 1110

Title: General Corps of Engineers engineering and design correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers engineering and design which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to Corps of Engineers engineering and design that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1110-1-5a

Title: Military guide specifications (Rescinded; use FN 310-1-5a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-1-8a

Title: Construction inspection reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports covering field inspections performed to provide technical guidance to field agencies and to assure adequacy of current criteria for construction in progress.

Disposition: Destroy after 6 years.

FN: 1110-1-260a

Title: Fire protection designs

Authority: NN-166-204

Privacy Act: Not applicable.

Table B-118

File category 1110: Corps of Engineers engineering and design—Continued

Description: Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

Disposition:

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices: Destroy when superseded or no longer required for reference.

FN: 1110-1-260b

Title: Fire protection meeting files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.

Disposition: Destroy after 10 years.

FN: 1110-1-261a

Title: Geological and soil data files

Authority: NN-162-78

Privacy Act: Not applicable.

Description: These files include data sheets on tests and core borings, test pits, tunnels, and shafts; blasting pattern and blast effect tests; pressure tests; test grouting; field pumping tests; laboratory analyses on soils and rocks, and comparable information.

Disposition:

a. OCE: Destroy when superseded.

b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

FN: 1110-1-500a

Title: Community shelter plans

Authority: NC1-AU-78-113

Privacy Act: Not applicable.

Description: Information on the development and the adoption of plans for and by counties and municipalities. These are project-type files that identify shelters, match people with shelter spaces, provide for public dissemination of emergency action instructions, and establish other measures necessary for community fallout shelter planning and operations. Included are minutes of meetings with local officials, copies of local government proposals and contracts resulting therefrom, copies of planning step reports and related coordination actions, memorandums regarding local ordinances adopting the plans, copies of final plans, and similar information.

Disposition: Destroy 6 years after completion or termination of project.

FN: 1110-1-500b

Title: Community shelter surveys and inspections

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on surveying, licensing, and marking public or private buildings and structures for use as fallout shelters. Included are data collection forms reflecting dimensions, construction materials, location, and other identifying features; packaged ventilation kit data collection forms; facility sketches; facility licenses or agreements; shelter sign posting records; manual analyses; trapped water, sewage, telephone and food survey reports, and similar information.

Disposition: Destroy when facility is no longer used as a shelter.

FN: 1110-1-500c

Title: Community shelter progress reports

Authority: NC1-AU-78-112

Privacy Act: Not applicable.

Description: Information reflecting status and progress of the community shelter program. Included are reports identifying participating communities, data on contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.

Disposition:

a. Office requiring report:

(1) Consolidated reports: Destroy after 10 years.

(2) Feeder reports: Destroy 1 year after consolidation.

b. Offices submitting reports: Destroy after 2 years.

FN: 1110-1-1400a

Title: Annual statements of surveys contemplated

Authority: NN-166-204

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

Privacy Act: Not applicable.

Description: Information showing surveys of areas covered by charts of the Navy Oceanographic Office and the Coast and Geodetic Survey, which were proposed for the ensuing season.

Disposition: OCE: Destroy after 1 year.

FN: 1110-1-1806a

Title: Drawing approvals

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Preliminary and contract drawings, design analyses, and related information sent by field installations to COE for approval.

Disposition: OCE: Destroy 1 year after approval or disapproval. Earlier destruction is authorized.

FN: 1110-1-8100a

Title: Investigational status reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Model study requirements or other laboratory investigation reports and status of unobligated and unexpected balances of civil works funds.

Disposition: OCE: Destroy after 1 year.

FN: 1110-1-8100b

Title: Laboratory test reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of laboratory test reports kept by laboratories on specific construction projects.

Disposition: Destroy after 3 years. However, concrete test data and reports on unusually significant tests may be kept until no longer needed for future reference.

FN: 1110-1-8100c

Title: Division laboratory reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports covering activities at division laboratories indicating special investigations, acceptance, tests, new developments, and comparable information.

Disposition: Destroy when no longer needed for current operations.

FN: 1110-1-8100d

Title: Pavement and cold regions laboratory files

Authority: NC1-AU-78-32

Privacy Act: Not applicable.

Description: Information on the preparation of airfield pavement evaluation and failure reports and cold regions investigative tests and reports. Included are reports, supporting data, correspondence, and similar information.

Disposition:

a. Laboratory responsible for conducting investigation and test: Permanent. PIF when no longer used for current studies and investigations, and cut off at the end of that year.

b. Other offices:

(1) Pavement evaluation reports: Destroy when superseded by a new report or no longer needed for reference.

(2) Pavement failure reports: Destroy 5 years after correction of failure or determination that correction will be made.

(3) Supporting data: Destroy when no longer required for future evaluation.

FN: 1110-2-1a

Title: Hydroelectric plant operating reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Copies of Federal Power Commission reports pertaining to electric utilities and licenses (classes A and B) and annual reports of CE on named hydroelectric projects to the Federal Power Commission. (Field offices will file these reports in the project operation and maintenance basic FN11-2-240a).

Disposition: OCE: Destroy after 5 years.

FN: 1110-2-100a

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

Title: Construction inspection reports (Rescinded; use FN1110-1-8a.)

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-2-240a

Title: Master development plans

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: Information pertaining to the administration and development of project land and water areas consisting of the master plan and full-scale maps.

Disposition: OCE: Permanent.

FN: 1110-2-240b

Title: Reservoir regulations manuals

Authority: NC1-AU-82-21

Privacy Act: Not applicable.

Description: Established plan for the functional operation of each reservoir.

Note: These files, when kept by field offices, are considered project operations and maintenance files.

Disposition: OCE: Permanent.

FN: 1110-2-1150a

Title: Civil works projects

Authority: NC1-AU-88-12

Privacy Act: Not applicable.

Description: Information created in connection with the planning, design, and construction of specific projects. It pertains to structures and work related to navigation improvements and maintenance, flood control, multiple-purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandums (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as-built" drawings; shop drawings; test and investigations (for example, aggregate, material, and durability); geological investigations (including borings, soil analyses, and so forth); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations of roads, railroads, bridges, and cemeteries; progress photographs; history of constructions; pertinent correspondence, and related information.

Note: Design memorandums, analyses of design, specifications, addenda, "as-built" drawings or their microfilm negatives, shop drawings, history of construction, master development plans, and other records necessary for operations and maintenance will be retained as a part of the project operation and maintenance files (FN 11-2-240a).

Disposition:

a. OCE: Destroy when no longer needed for current operations.

b. Field offices:

(1) All formal, near print or printed documents, and reports concerning each project. Included are design memorandums, master development plans, operations and maintenance manuals, reservoir regulation manuals, and similar information: Permanent.

(2) Cartographic records (drawings, maps, specifications, and so forth): Permanent.

(3) Progress photographs: Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Audiovisual Center, when no longer needed by the office of origin.

(4) All other records, such as correspondence, raw data in the form of notes, computer printouts, forms, and so forth: Destroy when no longer needed for current operations.

FN: 1110-2-1150b

Title: Special civil works projects

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files contain correspondence, technical reports, agreements, and related information pertaining to special civil works projects and problems which fall outside routine procedures, including, but not limited to, such projects as the St. Lawrence Seaway, survey of

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

water resources of Alaska, interstate pollution control, interstate water resources development compacts, investigation for the control of aquatic vegetation in navigable waters, research regarding general mineral resources affected by civil works, and projects affecting the interests of numerous Federal agencies.

Disposition: OCE: Permanent. Cut off after 5 years and retire after 5 more years.

FN: 1110-2-1200a

Title: Civil Works guide specifications

Authority: NC1-AU-83-19

Privacy Act: Not applicable.

Description: Specifications and related correspondence used as guides for civil works construction contract specifications.

Disposition:

a. HQ, USACE/OCE: Destroy 7 years after supersession or obsolescence, as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when superseded or when no longer needed for current operations.

FN: 1110-2-1400a

Title: Reservoir and lock and dam letter permits

Authority: NN-166-204

Privacy Act: Not applicable.

Description: These files include information on letters of permission to public organizations for dog field trials; memorial services; Boy Scout camping; Easter egg hunts; access to structures by other agencies to procure water samples and other data; requests from schools, clubs, and other organizations to visit structures, and other similar short-term activities for which formal permits are not required.

Disposition: Destroy after 2 years.

FN: 1110-2-1400b

Title: Reservoir regulation charts

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Charts and related correspondence submitted on all flood control, navigation, and multiple-purpose reservoirs.

Disposition: OCE: Destroy after 5 years.

FN: 1110-2-1403a

Title: Hydrologic and hydraulic data

Authority: NC1-AU-78-32

Privacy Act: Not applicable.

Description: These files include data relative to discharge measurements and ground water levels, surveys, stream and tide gauge observations, pollution studies, silting and sedimentation, salinity studies, beach and bank erosion, wind and wave action, and similar data.

Disposition:

a. OCE: Destroy when superseded or obsolete.

b. Field offices not converting data to microform: Permanent. Retire after reference needs have been exhausted or sufficiently minimized.

c. Field offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original information.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 1110-2-1403b

Title: Investigational projects

Authority: NC1-AU-85-6

Privacy Act: Not applicable.

Description: Information pertaining to investigative projects on hydraulics, hydrology, structural design, electrical and mechanical design, geology, soils, concrete, pavements, bituminous materials, and materials for building construction. Included are laboratory tests, model studies, investigations, technical reports, and related correspondence necessary to prepare design criteria, manuals, or technical publications

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

on design and construction.

Note: Model studies pertaining to specific projects should be filed in the Civil Works project files (FN 335-2-5c).

Disposition:

a. OCE: Destroy reports of investigation when superseded or obsolete. Destroy remaining files 2 years after completion of study.

b. Field offices:

(1) Final reports, including printed and unpublished "letter" reports:

(a) Copy maintained by creating office: Permanent. PIF on completion of study, cut off at the end of that year, and retire to FRC when 10 years old, transfer to NARA when 20 years old.

(b) All other copies: Destroy when no longer required for reference.

(2) Background documentation and related work papers: Cut off files upon completion of study. Retire to FRC when 2 years old, destroy when 10 years old.

FN: 1110-2-1453a

Title: Climatological data

Authority: NC1-AU-83-15

Privacy Act: Not applicable.

Description: This information includes data pertaining to precipitation, evaporation, transpiration, wind velocity, frost, ice, snow, and other climatological data compiled for flood and storm studies, weather bulletins, and comparable data including environmental research and cryogenics.

Disposition:

a. Offices not converting data to microform:

(1) Records predating 1873: Permanent.

(2) Records dated 1873 or later: Destroy when no longer needed for current operations.

b. Offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original information.

(2) Microforms:

(a) Records predating 1873: Permanent. In coordination with HQDA (SAIS-PSP), offer one silver halide set and one diazo or vesicular copy to the National Archives immediately.

(b) Other microform sets: Destroy when no longer needed for current operations.

FN: 1110-2-1454a

Title: Federal Energy Regulatory Commission permits and licenses

Authority: NC1-AU-85-49

Privacy Act: Not applicable.

Description: Information on COE operations under the Federal Power Act which includes reports of investigation on applications for Federal Energy Regulatory Commission permits and licenses for development of power affecting navigable waters. It includes applications or declarations of intention, investigations and reports, maps and plans, licenses, permits, public notice of hearings, and similar information.

Disposition:

a. OCE: Destroy when no longer needed for current operations.

b. Field Offices:

(1) Monthly reports: Destroy after 6 years

(2) Remaining records: Destroy 7 years after expiration of permits or licenses.

FN: 1110-2-1454b

Title: Federal Energy Regulatory Commission operating reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on supervision and inspection of operations under a Federal Energy Regulatory Commission permit or license. Included are copies of monthly and annual reports submitted to the Federal Power Commission.

Disposition: Destroy after 6 years.

FN: 1110-2-1455a

Title: Cooperative programs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information pertaining to cooperative programs, such as

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

stream gauging, snow surveys, hydrometeorological and hydroclimatic networks, and similar cooperative programs.

Disposition:

- a. OCE: Destroy after 12 years.
- b. Field offices: Destroy after 6 years. Cutoff yearly, or on completion of program, as applicable.

FN: 1110-2-1906a

Title: Geological and soil data

Authority: NC1-AU-85-7

Privacy Act: Not applicable.

Description: These files include data sheets on tests and core borings, test pits, tunnels, and shafts; blasting pattern and blast effect tests; pressure tests; test grouting; field pumping tests; laboratory analyses on soils and rocks, and comparable information.

Disposition:

- a. OCE: Destroy when superseded.
- b. Field offices: Permanent. Transfer and retirement procedures for basic topographic data files are applicable.

FN: 1110-2-4001a

Title: Sedimentation activity reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Report notes on sedimentation activities and related correspondence.

Disposition:

- a. OCE: Destroy after 1 year.
- b. Field offices: Destroy after 2 years.

FN: 1110-2-4001b

Title: Reservoir sedimentation data

Authority: NC1-AU-79-72

Privacy Act: Not applicable.

Description: Reservoir sedimentation data summaries and reports of sedimentation surveys.

Disposition: Destroy after publication of information in periodic reports prepared by the Science and Education Administration, Department of Agriculture.

FN: 1110-3-204a

Title: Building maintenance files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at military installations.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 6 years.
- b. Other offices: Destroy when no longer needed for current operations.

FN: 1110-6-1a

Title: Fire protection designs

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the application of fire protection criteria and standards in the design and construction of Army facilities.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices: Destroy when superseded or no longer required for reference.

FN: 1110-6-1b

Title: Fire protection meetings

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information that may gather from meeting and liaison with public industry on fire prevention and protection methods and practices.

Disposition: Destroy after 10 years.

FN: 1110-345-710a (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued**

Disposition: Not applicable.

FN: 1110-345-710b (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710c (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710d (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710e (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710f (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710g (Not used.)

Title: Not applicable.

Authority: Not applicable.

Privacy Act: Not applicable.

Description: Not applicable.

Disposition: Not applicable.

FN: 1110-345-710h

Title: Design development files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.

Disposition: OCE: Destroy after 4 years. PIF on completion of design and cut off at the end of that year.

FN: 1110-345-710i

Title: Design and construction investigations

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the investigation of design and construction problems occurring during and after completion of construction. It excludes specific files described elsewhere in the 1110-series of information prescribed by Engineer Regulations.

Disposition: OCE: Destroy 4 years after completion of investigation.

FN: 1110-345-710j

Title: Specification development reviews

Authority: NC1-AU-82-24

Privacy Act: Not applicable.

Description: Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.

Disposition:

- a. Offices having Army-wide responsibility: Destroy after 10 years.
- b. Other offices of the Army Staff: Destroy after 2 years.

Table B-118**File category 1110: Corps of Engineers engineering and design—Continued****FN:** 1110-345-710k**Title:** Standard design references**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** These files include one full-size reproducible copy or microfilm negative of standard drawings, standard specifications, and design analyses.**Disposition:** Field offices: Destroy when superseded, obsolete, or no longer required for reference.**FN:** 1110-345-710m**Title:** Division and District standard drawings**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Files include original standard drawings (or their microfilm negatives) pertaining to standard construction within a Division or District. It does not include files described as standard design files.**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.**FN:** 1110-345-711a**Title:** Standard designs**Authority:** NC1-AU-82-24**Privacy Act:** Not applicable.**Description:** Original standard drawings (or their microfilm thereof), standard specifications, and design analyses prepared under the supervision of the COE by OCE and CE division and district offices pertaining to emergency, modified emergency, semipermanent, and permanent types of standard buildings, structures, or other facilities.**Disposition:**

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year. Original drawings will be destroyed if an approved microfilm has been made.

b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes decreases.

FN: 1110-345-711b**Title:** Design development files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the development of design for emergency, modified emergency, or semipermanent types of standard buildings, structures, and other facilities.**Disposition:** OCE: Destroy 4 years after completion of design.**FN:** 1110-345-711c**Title:** Design and construction investigations (Rescinded; use FN1110-345-710i).**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 1110-345-711d**Title:** Specification development reviews**Authority:** NC1-AU-83-20**Privacy Act:** Not applicable.**Description:** Official recommendations, comments, and concurrences obtained in coordination with other OCE elements and other agencies for processing of Federal specifications, military specifications, simplified practice recommendations, and military standards.**Disposition:**

a. Offices having Army-wide responsibility: Destroy after 10 years.

b. Other offices of the Army Staff: Destroy after 2 years.

FN: 1110-345-711e**Title:** Standard design references (Rescinded; use FN1110-345-710k.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.**FN:** 1110-345-711f**Title:** Division and District standard drawings**Table B-118****File category 1110: Corps of Engineers engineering and design—Continued****Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Files include original standard drawings (or their microfilm negative) pertaining to standard construction within a Division or District. It does not include files described as standard design files.**Disposition:** Field offices: Permanent. PIF on supersession or obsolescence and cut off at the end of that year. Original drawings reduced to microfilm negative will be destroyed on approval of film.**FN:** 1110-345-720a**Title:** Military guide specifications**Authority:** NC1-AU-83-20**Privacy Act:** Not applicable.**Description:** Specifications and related correspondence used as guides for military construction contract specifications.**Disposition:**

a. HQ, USACE/OCE and Huntsville Division: Destroy 7 years after supersession or obsolescence as reference needs require.

b. Other offices:

(1) Correspondence: Destroy after 2 years.

(2) Specifications: Destroy when no longer needed for current operations.

B-104. File category 1125: Corps of Engineers planta. *Prescribing directives.*

(1) ER 1125-2-300, Plant Administration.

(2) ER 1125-2-301, Revolving Fund.

(3) ER 1125-2-303, Design, Acquisition, and Construction.

(4) ER 1125-2-304, Inspection, Maintenance, Operation and Repair.

ER 1125-2-306, Plant Ownership.

b. *Description.* This information concerns formulation and implementation of criteria and procedures for design, construction, assignment, operation, maintenance, repair, loan, and utilization of Civil Works floating and land plant, aircraft, radio equipment, and network systems, shops and yards, personal property, and facilities. See table B-119.**Table B-119****File category 1125: Corps of Engineers plant****FN:** 1125**Title:** General Corps of Engineers plant correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related papers, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers plant which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers plant that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working papers gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1125-2-300a**Title:** Plant data

Table B-119**File category 1125: Corps of Engineers plant—Continued**

Authority: NC1-AU-85-44**Privacy Act:** Not applicable.**Description:** Information created in connection with the acquisition, operation, maintenance, alteration, repair identification, hire, lease scheduling, assigning accident investigation utilization, redistributions, and disposal of civil works aircraft, floating and land plants, nuclear power structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.**Disposition:**

- a. Records relating to nuclear power plants: Permanent.
 - b. All other records: Destroy 10 years after final disposition of plant.
-

FN: 1125-2-301a**Title:** Plant replacement and improvement reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** The files include ENG Form 1978 (Plant Replacement and Expenditures); ENG Form 1978-A (Quarterly Report of Scheduled and Accrued Expenditures), and comparable forms showing actual progress against items of the approved program financed under the Revolving Fund.**Disposition:** Destroy after 6 years, except ENG Form 1978-A first, second, and third quarter reports will be destroyed after 1 year.**FN:** 1125-2-303a**Title:** Plant logbooks**Authority:** NC1-AU-78-113**Privacy Act:** Not applicable.**Description:** Engine, deck, and flight logbooks related to engineer civil works, floating plants, and aircraft.**Disposition:** Destroy 20 years after final disposition of the plant.**FN:** 1125-2-303b**Title:** Marine design and construction files**Authority:** NC1-AU-81-35**Privacy Act:** Not applicable.**Description:** Information on the design of floating plant and studies pertaining to marine projects but exclusive of contract information on construction of plant by contract. Included are design memorandum; design analyses and criteria; calculations; technical specifications; plans(original and as-built); cost and weight estimates; photographs; trial performance studies; test reports; history of construction; operation, maintenance, and instructional manuals; prototype testing and evaluation data: ENG Form 3083-R (Floating Plant Initiation and Completion Design Report) and ENG Form 3638-R (Floating Plant Design and Construction Report).**Disposition:**

- a. Marine Design Center: Destroy 5 years after disposition of plant or removal of plant from service.
 - b. Other field offices: Destroy on disposition of plant, except destroy ENG Form 3083-R and ENG Form 3638-R after 5 years.
-

FN: 1125-2-303c**Title:** Civil Works planning and development correspondence**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the long-range planning and development of Civil Works activities, but exclusive of specific files herein.**Disposition:**

- a. OCE: Permanent.
 - b. Field offices: Destroy after 5 years.
-

FN: 1125-2-304a**Title:** Installation maintenance programs**Authority:** NC1-AU-81-47**Privacy Act:** Not applicable.**Description:** Information on long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other information necessary to keep essential data on the conditioning of the above facilities. These files will be retained at the installation and remain with the buildings and grounds when transferred from the jurisdiction of the Army.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
-

Table B-119**File category 1125: Corps of Engineers plant—Continued**

- b. Other offices: Destroy when no longer needed for current operations.
-

FN: 1125-2-304b**Title:** Operation reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting monthly and annual operations of Government-owned and contractor-owned dredges. Included are ENG Form 4266(Hopper Dredges), ENG Form 4267 (Pipeline, Dripper, or Bucket Dredges), ENG Form 3735 (Sidecasting Dredges), Cost Form 30 (Subaqueous Drilling), ENG Form 2987 (Aircraft Operations), comparable reports, and related information.**Disposition:** Destroy after 10 years.**FN:** 1125-2-304c**Title:** Plant rate computations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information reflecting distribution of costs for operation of plant equipment. Included are Cost Forms 22 (Plant Rate Computation); ENG Forms 2438 (Plant Record Card-Group Plant), and comparable forms with related information.**Disposition:**

- a. Cost Forms 22: Destroy 4 years after final disposition of plant.
 - b. ENG Forms 2438: Destroy on final disposition of plant.
-

FN: 1125-2-304d**Title:** Civil Works plant supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information kept by CE division offices which duplicates files kept by subordinate offices, as described herein.**Disposition:** Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.**FN:** 1125-2-306a**Title:** Plant correspondence**Authority:** NC1-AU-79-60**Privacy Act:** Not applicable.**Description:** Information pertaining to all phases of acquisition, maintenance, operation, purchase, repayment, and utilization of Civil Works aircraft and the floating and land plant. It excludes specific files described in this category.**Disposition:**

- a. OCE: Destroy after 10 years. Retire after 5 years.
 - b. Other offices: Destroy after 5 years.
-

FN: 1125-2-306b**Title:** Plant data**Authority:** NC1-AU-85-44**Privacy Act:** Not applicable.**Description:** Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of Civil Works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, operating and repair reports, and related information.**Disposition:**

- a. Records relating to nuclear power plants: Permanent.
 - b. All other records: Destroy 10 years after final disposition of plant.
-

B-105. File category 1130: Corps of Engineers project operation*a. Prescribing directives.*

- (1) ER 1130-2-303, Maintenance Guide.
- (2) ER 1130-2-305, Project Maps and Index Sheets.
- (3) ER 1130-2-306, Navigation Lights, Aids to Navigation, Charts, and Related Data—Policy, Practices, and Procedures.
- (4) ER 1130-2-310, Inspection of Dredging Operations.
- (5) ER 1130-2-320, Equipment Failures and Transmission System Interruptions, Multiple-Purpose Projects with Power.
- (6) ER 1130-2-322, In-Service Dates for Hydroelectric Generating Units and Monthly Power Plant Report.

(7) ER 1130-2-323, Power Station Operating Log, Multiple-Purpose Projects With Power.

(8) ER 1130-2-402, Policies—Operation and Maintenance Personnel and Telephone Services.

b. Description. This information concerns policies and procedures governing the day-to-day operations of projects in service. Information on safety, physical security, and some elements of administration will be placed in their respective subject series. See table B-120.

Table B-120**File category 1130: Corps of Engineers project operation**

FN: 1130

Title: General Corps of Engineers project operations correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers project operations which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to Corps of Engineers project operations that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1130-2-303a

Title: Equipment records

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on equipment maintenance services. Included are reports and equipment tests, manufacturers' guarantees, spare parts information, and maintenance instructions.

Disposition: Destroy on disposal of related equipment.

FN: 1130-2-305a

Title: Project and index maps

Authority: NC1-AU-85-19

Privacy Act: Not applicable.

Description: Information used in active and supervisory control of Civil Works projects. Included are sets of maps consisting of an individual map of each active Civil Works project and index maps showing location of all river and harbor and flood control projects.

Note: District offices will place one copy of each revised project map in the Civil Works project file (FN 1110-2-1150a).

Disposition:

a. Districts and Operating Divisions: Permanent.

b. Other offices: Destroy when no longer needed for current operations.

FN: 1130-2-305b

Title: Civil Works construction supervisory files

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information kept by CE Division offices which duplicates the information kept by subordinate offices, as described herein.

Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is first.

FN: 1130-2-305c

Title: Waterway and boundary maps

Authority: NC1-AU-85-4

Privacy Act: Not applicable.

Table B-120**File category 1130: Corps of Engineers project operation—Continued**

Description: Information on the preparation and distribution of maps, charts, brochures, pamphlets, and comparable information, showing improved waterways, water resources facilities, principal waterways, navigation and flood control project maps, division and district boundary charts, and related matters. Included are original tracings, worksheets, graphs, sketches, other backup data used in their preparation, and similar information.

Disposition:

a. OCE: Destroy correspondence after 1 year. Remaining files are permanent. Cut off yearly and retire after 10 years.

b. Other offices: Destroy after 2 years, or on supersession or obsolescence.

FN: 1130-2-306a

Title: Navigation and chart data

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Tabular forms reporting harbor and waterway channel conditions to the Oceanographic Office and U.S. Coast and Geodetic Survey.

Disposition: OCE: Destroy when superseded or obsolete.

FN: 1130-2-306b

Title: Plant data

Authority: NC1-AU-85-44

Privacy Act: Not applicable.

Description: Information created in connection with the acquisition, operation, maintenance, alteration, repair, identification, hire, lease scheduling, assigning accident investigation utilization, redistribution, and disposal of civil works aircraft, floating and land plant, structures, and facilities. Included are plant description cards, drawings, photographs, the operating and repair reports, and related information. When plan is transferred, related field office files will be transferred with it.

Disposition:

a. OCE: Permanent. PIF on final disposition of related plant and cut off at the end of that year.

b. Other offices: Destroy 2 years after final disposition of plant.

FN: 1130-2-310a

Title: Dredging schedules

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information constituting schedules kept by OCE that reflect planned dredging projects.

Disposition: Destroy when superseded or obsolete.

FN: 1130-2-320a

Title: Equipment failure and systems interruption reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Information on the reporting of equipment failures and systems interruptions of CE hydroelectric projects. Included are reports and directly related correspondence.

Disposition: Destroy after 5 years.

FN: 1130-2-320b

Title: Civil Works project operation and maintenance supervisory files

Authority: NN-174-20

Privacy Act: Not applicable.

Description: Information kept by CE Division offices which duplicates the file kept by subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1130-2-322a

Title: Hydroelectric statements

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Statement of Revenue and Expenses and Statement of Assets and Liabilities, containing summations of various allocations of expenses and funds arising from the maintenance and operation of power producing facilities.

Disposition: Destroy after 5 years.

Table B-120**File category 1130: Corps of Engineers project operation—Continued**

FN: 1130-2-322b**Title:** Powerplant statistical reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of Federal Power Commission Form No. 4 (Monthly Power Plant Report) submitted by engineer field offices.**Disposition:**

- a. OCE: Destroy after 3 years.
 - b. Field offices: Destroy after 1 year.
-

FN: 1130-2-323a**Title:** Operation reports or logs**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** These files include station operation reports or logs concerning electric power generation and transmission facilities and necessary auxiliary equipment, tailwater and forebay water level recorder charts, lockmaster's daily log, visual and sound signaling systems report, the diving and divers' equipment reports and public use report (number of visitors), reports of trespass on Government property, work order registers, and similar information.**Disposition:** Destroy after 6 years.

FN: 1130-2-402a**Title:** Ground maintenance files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the criteria, practices, and application of measures for the development and improvement of lands on military reservations, including cemeteries and golf courses.**Disposition:**

- a. Offices having Army-wide responsibility: Destroy after 6 years.
 - b. Other offices: Destroy when no longer needed for current operations.
-

B-106. File category 1145: Corps of Engineers regulator functions*a. Prescribing directives.*

(1) ER 1145-2-301, Use of Navigable Waters—Policy, Practice and Procedure.

(2) ER 1145-2-305, Removal of Wrecks and Other Obstructions.

(3) ER 1145-2-306, Representation of Submarine Cable and Pipe Line Areas on Government Charts.

b. Description. This information concerns actions involving regulatory functions assigned by law to the Corps of Engineers including, but not limited to, the issue of permits, removal of obstructive wreckage from navigable waterways, harbor and bulkhead lines, piers or dolphins in navigable streams, delineation of anchorage and quarantine areas, and disposal of soil in or adjacent to navigable waters. It excludes licenses and permits granted at reservoir projects which are in the 405 series. See table B-121.

Table B-121**File category 1145: Corps of Engineers regulatory functions**

FN: 1145**Title:** General Corps of Engineers regulatory functions correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers regulatory functions which cannot logically be filed with the detailed record series listed below. (It

Table B-121**File category 1145: Corps of Engineers regulatory functions—Continued**

does not include instruction files. See FN25-30q.)

b. NONACTION: Matters relating to Corps of Engineers regulatory functions that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1145a**Title:** Reservoir permits**Authority:** NN-166-204**Privacy Act:** A1145aCE**Description:** Information on the issuance of permits by the Government to persons or organizations for use of reservoir areas, such as permits for fishing structures and pleasure boats, and temporary permits for floating boathouses. Included are applications, permits, and related information.**Disposition:** Destroy 1 year after expiration.

FN: 1145b**Title:** Standard permits**Authority:** NC1-AU-80-16**Privacy Act:** A1145bCE**Description:** Information on the issuance of permits to perform work under the regulatory authority of the DA established by the River and Harbor Act of 1899; the Federal Water Pollution Control Act Amendments of 1972; the Clean Water Act of 1977; the Marine Protection, Research, and Sanctuaries Act of 1972; and other statutes. Included are permits and drawings and inspection reports.**Disposition:**

a. OCE: Destroy when no longer needed for current operations.

b. Field offices:

(1) Issued permits: Destroy 7 years after revocation, expiration, or removal of the object to which the permit pertains.

(2) Denied permits: Destroy 3 years after denial.

(3) Issued permits, in paper or microform, retired to Federal Archives and Records Centers prior to 1 January 1981: Retain until 2055 at which time they will be reviewed for possible destruction.

FN: 1145c**Title:** Nonaction construction permits**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Construction permits on which construction is not started during the life of the permit.**Disposition:** Destroy 2 years after expiration of permit.

FN: 1145d**Title:** Navigable waterways supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information kept by CE division offices which duplicates the information kept by subordinate offices as described herein.**Disposition:** Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1145e**Title:** Violation of Refuse Act files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the Refuse Act of 1899. Included are investigation reports and water sample analyses.**Disposition:** Destroy after 5 years. Copies becoming part of litigation files will be disposed of with those case files.

FN: 1145f**Title:** Harbor line approvals**Authority:** NC1-AU-85-2**Privacy Act:** Not applicable.**Description:** Information pertaining to the establishment of harbor lines,

Table B-121**File category 1145: Corps of Engineers regulatory functions—Continued**

pierhead lines, bulkhead lines, and changes to existing harbor lines. Included are original tracings approved by the Secretary of the Army.

Disposition:

a. OCE: Permanent.

(1) Original tracings: PIF on supersession or obsolescence and cut off at the end of that year.

(2) Remaining Files: Cut off yearly.

b. Field offices:

(1) Duplicate copy of approved harbor line and modification: Destroy when no longer needed for reference.

(2) Remaining files: Permanent. PIF on supersession and cut off at the end of that year.

FN: 1145-2-301a**Title:** Navigable waterway files**Authority:** NC1-AU-76-61**Privacy Act:** Not applicable.

Description: Information on navigability as defined by law and pertaining to such matters as boundary waters, cable and pipeline areas, danger zones, seaplane operation areas, dumping grounds, fishing and hunting structures, aids to navigation, enforcement of protective laws, and penalties imposed for violations. It excludes case files pertaining to violations of navigation laws which result in a claim or litigation. Included are applications, correspondence, laws, regulations, legislation, maps, charts, notices to navigation interests, and similar information.

Disposition:

a. OCE: Permanent.

b. Field offices: Permanent. PIF on supersession and cut off at the end of that year.

FN: 1145-2-303a**Title:** Reservoir permits (Rescinded; use FN 1145a.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-303b**Title:** Standard permits (Rescinded; use FN 1145b.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-303c**Title:** Nonaction construction permits (Rescinded; use FN 1145c.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-303d**Title:** Navigable waterways supervisory files (Rescinded; use FN 1145d.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-303e**Title:** Violation of Refuse Act files (Rescinded; use FN 1145e.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-304a**Title:** Harbor line approvals (Rescinded; use FN 1145f.)**Authority:** Not applicable.**Privacy Act:** Not applicable.**Description:** Not applicable.**Disposition:** Not applicable.

FN: 1145-2-305a**Title:** Wreck and obstruction files

Table B-121**File category 1145: Corps of Engineers regulatory functions—Continued**

Authority: NN-166-204**Privacy Act:** Not applicable.

Description: Information on the removal of wrecks and other obstructions in navigable waters, marking of wrecks by owners and Coast Guard, and authorizations for removal. Included are reports, authorizations, maps, and similar information.

Disposition: Destroy 2 years after completion of final action which includes settlement of claims or completion of litigations.

FN: 1145-2-306a**Title:** Submarine cable and pipeline charts**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Charts showing the location of submarine cables on Government charts.

Disposition: OCE: Destroy after 1 year.

B-107. File category 1165: Corps of Engineers water resource policies and authority*a. Prescribing directives.*

(1) ER 1165-2-21, Flood Damage Reduction Measures in Urban Areas.

(2) ER 1165-2-26, Implementation of Executive Order 11988 on Floodplain Management.

(3) ER 1165-2-116, Pollution Control at Civil Works Projects.

b. Description. Information which concerns activities pertaining to the administration of laws governing water resources as assigned by Congress to the Secretary of the Army and the Chief of Engineers. See table B-122.

Table B-122**File category 1165: Corps of Engineers water resource policies and authority**

FN: 1165**Title:** General Corps of Engineers water resource policies and authority correspondence files**Authority:** NN-167-31 and NN-165-192**Privacy Act:** Not applicable.**Description:**

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers water resource policies and authority which cannot logically be filed with the detailed record series listed below. (This does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers water resource policies and authority that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1165-2-21a**Title:** Flood plain management data**Authority:** NC1-AU-85-20**Privacy Act:** Not applicable.

Description: Information consisting of statistical summaries and backup materials on flood plain management programs.

Disposition:

a. OCE: Destroy after 15 years.

Table B-122**File category 1165: Corps of Engineers water resource policies and authority—Continued**

b. Field offices: Destroy after 15 years.

FN: 1165-2-26a

Title: Conservation of natural resources

Authority: NC1-AU-83-3

Privacy Act: Not applicable.

Description: Special studies, reports, investigations, and related information dealing with conservation of resources and pertaining to power development, flood management, fish and wildlife, forests, soil erosion control, beach erosion control, pollution, public health and sanitation, water hyacinths and other aquatic plants, agricultural land use, and similar subjects.

Disposition: Permanent. PIF on completion of report, study, or investigation; cut off at the end of that year; retire after 5 years.

FN: 1165-2-26b

Title: Flood plain management services studies

Authority: NC1-AU-85-26

Privacy Act: Not applicable.

Description: Correspondence, calculations, reports, and related information pertaining to special, preliminary, and final flood plain investigation reports; technical services reports for specific projects or locations; river stage forecast maps; and similar information.

Disposition:

a. OCE:

(1) Reports of investigation: Destroy when superseded, obsolete, or no longer needed for current operations.

(2) Remaining files: Destroy 2 years after completion of study.

b. Districts and Operational Divisions:

(1) Flood plain information reports and similar finished reports and studies (except flood insurance studies prepared for the Federal Insurance Administration), River Stage Forecast Maps, and similar cartographic projects: Permanent.

(2) All other records (including flood insurance studies prepared for the Federal Insurance Administration): Destroy when no longer needed for current operations.

FN: 1165-2-26c

Title: Flood plain management assistance files

Authority: NC1-AU-85-18

Privacy Act: Not applicable.

Description: Information on flood plain management technical service given to Federal, State, and local agencies. Included are requests for flood hazard information, assistance and guidance on the use of flood data, and other data furnished.

Disposition:

a. OCE: Destroy when no longer needed for current operations.

b. Field offices: Destroy after 10 years.

FN: 1165-2-26d

Title: Flood plain management information reports

Authority: NN-166-204

Privacy Act: Not applicable.

Description: Reports on flood plain management. Included are reports and directly related information.

Disposition:

a. OCE: Permanent. PIF when superseded or obsolete and cut off at the end of that year.

b. Field offices: Destroy when superseded or obsolete.

FN: 1165-2-26e

Title: Storm studies

Authority: NC1-AU-79-75

Privacy Act: Not applicable.

Description: Studies of storms of major flood-producing potential. Included are preliminary and final storm studies.

Disposition:

a. Offices not converting data to microform:

(1) Preliminary studies: Destroy upon completion of a final study.

(2) Final studies: Permanent. Retire upon discontinuance of the function.

b. Offices converting data to microform:

(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that it is an adequate substitute for the original information.

Table B-122**File category 1165: Corps of Engineers water resource policies and authority—Continued**

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

FN: 1165-2-116a

Title: Environmental pollution supervisory files

Authority: NC-AU-75-19

Privacy Act: Not applicable.

Description: Information kept by CE Division offices that duplicates the files kept in subordinate offices, as described herein.

Disposition: Destroy when no longer needed for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

B-108. File category 1180: Corps of Engineers contracts

a. *Prescribing directive.* ER 1180-1-1, Engineer Contract Instructions.

b. *Description.* This information concerns implementation by Corps of Engineers of the FAR and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). See table B-123.

Table B-123**File category 1180: Corps of Engineers contracts**

FN: 1180

Title: General Corps of Engineers contracts correspondence files

Authority: NN-167-31 and NN-165-192

Privacy Act: Not applicable.

Description:

a. ACTION: Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget information, management improvement reports, cost reduction reports, and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies, informal reports with related information, general recommendations and suggestions with all types of transmittals, other transactions of a general, routine, and administrative nature; and other information relating to Corps of Engineers contracts which cannot logically be filed with the detailed record series listed below. (Does not include instruction files. See FN 25-30q.)

b. NONACTION: Matters relating to Corps of Engineers contracts that are received for information only, on which no action is required. These include cards, listings, indexes, or other items which are created solely to facilitate or control work; extra copies of actions maintained by action officers; duplicate copies of actions accumulated by supervisory offices (establish and keep only when necessary); and notes, drafts, feeder reports, and similar working information gathered for preparation of an action.

Disposition:

a. ACTION: Destroy after 2 years.

b. NONACTION: Destroy when no longer needed for current operations.

FN: 1180-1-1a

Title: Civil works contracts (CE)

Authority: NC1-AU-76-75

Privacy Act: Not applicable.

Description: Information relating to the procurement of supplies, material, and equipment and other services, but exclusive of construction and maintenance contract files. These files accumulate in various operating elements of a procurement office. Designation of offices of record and responsibility for documentation is described in the beginning of this section. Information accumulated in connection with Civil Works contract files are divided into two groups:

a. Contractual instrument files include information relating to one specific contract when created or accumulated; pre-award data, such as advertising order, determinations and findings, invitations for bid, abstracts of bids, accepted and unsuccessful bids, bonds, and original contract with modifications; copy of specifications and addendums thereto; notice to proceed and notice of completion; and related

Table B-123**File category 1180: Corps of Engineers contracts—Continued**

information determined by the contracting officer to be essential to completion of the file.

b. Residual files, containing data other than those defined above, including requisitions and contract property accounts. Records relating to contracts involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after date of decision of the board.

Disposition:

a. Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil works construction and maintenance contract files for contracts upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these records.

b. Residual files: Destroy at time of transfer of the contractual instrument files or 3 years after final payment of the contract, whichever is later.

FN: 1180-1-1b**Title:** Civil works requisitions(CE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Requisitions with directly related information for supplies, equipment, material, or services that are maintained separately and not as a part of an individual contract file.**Disposition:** Destroy 2 years after completion or cancellation of requisition.

FN: 1180-1-1c**Title:** Bid data (COE)**Authority:** NC1-AU-77-79**Privacy Act:** Not applicable.**Description:** Abstracts of bids, submitted by district offices, used as a basis for accumulating data on bid experience for Civil Works construction.**Disposition:** Destroy after 2 years. Earlier disposal is authorized.

FN: 1180-1-1d**Title:** Bid experiences (COE)**Authority:** NC1-AU-77-79**Privacy Act:** Not applicable.**Description:** Selected abstracts of bids, bid analyses, and similar information used for comparison of trends.**Disposition:** Destroy after 4 years.

FN: 1180-1-1e**Title:** Invitation to bid reviews (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Invitations to bid for foundation drilling and grouting projects and supply for diamond bits submitted for review and control.**Disposition:** Destroy 1 year after completion of contract.

FN: 1180-1-1f**Title:** Sales contract registers (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Registers maintained to control and record the assignment of numbers to sales contracts, contractor's name and address, types of material sold, and term of contract.**Disposition:** Destroy 3 years after close of FY following last entry on individual sheet or in register.

FN: 1180-1-1g**Title:** Sales contracts (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information relating to the sale of surplus property. Included are invitations for bids, amendments to bids, bids and acceptance, abstracts of bids, statements and notices of awards, lists of successful bidders, contracts, changes and supplements to contracts, collection and deposit information, and related information.**Disposition:** Destroy 3 years after close of FY in which final payment is made.

FN: 1180-1-1h**Title:** Unsuccessful and rejected bids (COE)**Authority:** NN-166-204**Privacy Act:** Not applicable.

Table B-123**File category 1180: Corps of Engineers contracts—Continued**

Description: Unsuccessful and rejected bids maintained as a separate file and not as a part of an individual sales contract.

Disposition: Destroy 3 years after close of FY in which issued, except that bids returned without action will be destroyed immediately after bid opening.

FN: 1180-1-1i**Title:** Civil procurement action reports**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information indicating the status of Civil Works construction and architectural engineering contract awards submitted by contracting officers of field agencies to the heads of procuring agencies. Included are procurement action reports, changes to reports, completion of reports, and similar information.**Disposition:**

a. OCE: Destroy 6 years after completion of related contract, except change reports will be destroyed on receipt of succeeding report.

b. Other offices: File with and dispose of with related contract file.

FN: 1180-1-1j**Title:** Contract correspondence**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information pertaining to military construction contracts; architect-engineer contracts; Civil Works construction, maintenance, and operation contracts; and repairs and utilities contracts. It excludes other files specifically described below.**Disposition:** Destroy after 6 years.

FN: 1180-1-1k**Title:** Contracting officer designations**Authority:** GRS 3, Item 2**Privacy Act:** Under development.**Description:** Information reflecting the designation of contracting and ordering officers and contracting officer's representatives (military and civil) for design, construction, maintenance and repairs, and utilities contracts.**Disposition:** Destroy 2 years after revocation or supersession of designation.

FN: 1180-1-1m**Title:** Contract qualifications**Authority:** NC1nAU-79-71**Privacy Act:** Not applicable.**Description:** Brochures, pamphlets, questionnaires, and related information pertaining to qualification and experience of firms and individuals soliciting services in connection with military and Civil Works design and construction.**Disposition:**

a. Performance evaluation reports: Destroy after 6 years.

b. Remaining files: Destroy when superseded.

FN: 1180-1-1n**Title:** Wage rate predeterminations**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Information on the predeterminations of minimum wage rates for laborers and mechanics to be included in contract specifications for military and civil construction work. Included are requests for wage rates, schedules of classification and wage rates, modifications, superseded decisions, and letters of inadvertence issued by the Secretary of Labor.**Disposition:** Destroy after 3 years.

FN: 1180-1-1p**Title:** Contractor's payroll files**Authority:** NN-166-204**Privacy Act:** Not applicable.**Description:** Copies of payrolls submitted by construction contractors. They are used in determining compliance with labor laws and decisions.**Disposition:**

a. OCE: Destroy on completion of review.

b. Field offices: Destroy 3 years after final payment of related contract.

FN: 1180-1-1q

Table B-123**File category 1180: Corps of Engineers contracts—Continued****Title:** Civil Works construction and maintenance contracts**Authority:** NC1-AU-76-47**Privacy Act:** Not applicable..

Description: These files may gather in various operating elements of an office responsible for administration of architect engineer and construction contracts for Civil Works projects and contracts for relocation and alteration of railroads, highways, utilities, cemeteries, and municipal facilities. Certain files on a contract may also gather in offices at other locations when the responsibility for certain functions is delegated to such offices. Such an office is designated as the "office of record" and will completely document the function, so that duplicate files kept by other elements can be destroyed as reference information.

a. Record files of each operating element will be transferred to the records holding area without consolidation with files of other elements of the same office or other offices.

b. Record copies of specifications and addenda, and original "as-built" drawings will be included in files described as Civil Works project files.

c. Files which relate to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until the claim is settled or the investigation or litigation is completed.

d. Records pertaining to contracts involved in appeals to the Board of Contract Appeals will be held 7 years after date of the decision of the board. These files will be packed and shipped per instructions in this regulation.

e. These contract files include contractual instrument files of contracts and related information pertaining to design, construction, and maintenance of Civil Works projects.

(1) Contractual instrument files include pre-award data, daily log of construction, the advertising orders, estimates of cost, abstracts of bids, accepted and unsuccessful bids, notices to proceed, stop and start orders, notices of completion, progress photographs, related correspondence, and all other information determined by the contracting officer as essential for completion of the individual contract.

(2) Residual files of information other than those defined in d above, including wage rate and labor problems, contract property accounts, consolidated records of the contract work on any job, summarizations of progress over a particular period for a specific contract, construction progress reports, and charts.

Disposition: Destroy after 6 years and 3 months. Transfer after 3 years or on completion of GAO audit, whichever is first. Civil Works contract files, described in FNs 37-2-10r and 1180-1-1a upon which final payment has been made in the same FY, will be retired with (but not interfiled with) these files.

FN: 1180-1-1r**Title:** Contract appeals**Authority:** NC1-AU-78-59**Privacy Act:** Not applicable.

Description: Information compiled by contracting officers and transmitted through channels to the CE Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representatives pursuant to Defense Acquisition Regulation, appendix A, or ER 1180-1-1. Included is all information pertinent to the appeal, such as the finding of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute before filing the notice of appeal with the Board; and additional information as the contracting officer may consider essential or as may be designated by the board.

Disposition:

a. Board of Contract Appeals: Destroy 10 years after final decision of the board.

b. Duplicate files of supervisory offices: Destroy 1 year after final decision of the board.

FN: 1180-1-1s**Title:** Requisitions**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Copies of requisitions from field offices, shipping orders, and purchase orders with related correspondence pertaining to the supply of materials and equipment to military construction projects and kept by offices at the Army Staff.

Table B-123**File category 1180: Corps of Engineers contracts—Continued****Disposition:** Destroy 1 year after scheduled delivery.**FN:** 1180-1-1t**Title:** Expediting cases**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Copies of purchase orders, memorandums, and correspondence pertaining to expediting assistance for construction materials and equipment required to complete military construction projects and kept by offices at the Army Staff.

Disposition: Destroy 6 months after close of case.

FN: 1180-1-1u**Title:** Water supply storage space contracts**Authority:** NC1-AU-80-15**Privacy Act:** Not applicable.

Description: Contracts between the U.S. Government and States or local interests, entered into under Public Law 85-500, to include storage space in reservoirs to impound water for their use. Included are long-term contracts, which continue in full force and effect for the physical life of the project, and short-term contracts, which provide for temporary needs.

Disposition:

a. Long-term contracts: Destroy 6 years after removal of the structure, abandonment of project, or after the U.S. Government discontinues operation of the project.

b. Short-term contracts: Destroy 6 years after termination of the contract.

FN: 1180-1-1v**Title:** Construction contract supervisory files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information kept by CE Division offices which duplicate the files kept by subordinate offices, as described herein.

Disposition: Destroy when no longer required for current operations or 1 year after the prescribed cut off for the District, whichever is earliest.

FN: 1180-1-1w**Title:** Hired labor maintenance work files**Authority:** NN-166-204**Privacy Act:** Not applicable.

Description: Information on hired labor maintenance work on Civil Works completed projects, such as minor repairs to buildings, bridges, roads, or machinery and cleanup, mowing, and painting. Included are specifications, drawings, and reports.

Disposition: Destroy after 3 years, except that inspectors' completed reports will be filed with project operation and maintenance basic files (FN11-2-240a).

Glossary

Section I

Abbreviations

AARA

Access and Amendment Refusal Authority

ACCOR

Army COMSEC Central Office of Record

ACES

Army continuing education system

ACM

authorized controlled materials

ACPC

Army potential contractor program

ACS

Army Community Service

ADAPCP

alcohol and drug abuse prevention and control program

ADO

advance development objective

ADP

automatic data processing

ADPE

automatic data processing equipment

ADSM

automated data systems manual

AER

Army Emergency Relief

AFDCB

Armed Forces Disciplinary Control Board

AFEES

Armed Forces Examining and Entrance Station

AIEP

Army Ideas for Excellence Program

AMO

automation management officer

APO

Army post office

APOE

aerial port of embarkation

ARFCOS

Armed Forces Courier Service

AWOL

absent without leave

BOIP

basis of issue plan

CARDS

catalog of approved requirements documents

CCF

Chaplain's Consolidated Fund

CDC

Center for Disease Control

CDS

child development services

CEEB

College Entrance Examination Board

CFA

current files area

CI

Civilian internees; counter intelligence

CIB

Criminal Intelligence Bulletins

CINAF

composite institute address files

CMSP

Chemical Material Surveillance Program

CNPO

Central NAF Payroll Office

COB

command operating budget; close of business

COFF

cutoff, cut off

COLA

cost of living allowance; cost of living adjustment

COM

computer output microforms

COMSEC

communications security

CONUS

continental United States

COOP

Continuity of Operation Plans

COPE

Custodian of Postal Effects

CPA

certified public accountant

CSDP

Command Supply Discipline Program

CSRS

civil service retirement system

CTA

common table of allowances

CTT

Common Task Test

DAGO

Department of the Army General Order

D&F

determination and finding

DCSIM

Deputy Chief of Staff for Information Management

DCSINT

Deputy Chief of Staff for Intelligence

DEA

data exchange annex

Dest

destroy

DEP

delayed entry program; displaced employee program

DFARS

Department of Defense Federal Acquisition Regulation Supplement

DIA

Defense Intelligence Agency

Disc

discontinue, discontinuance

DISC4

Director for Information Systems Command, Control, Communications and Computers

DOD

Department of Defense

DODIG

Department of Defense Inspector General

DOIM

Director of Information Management

DPI

data processing installation

DRMO

Defense Reutilization and Marketing Office

EEO

Equal employment opportunity

EECI

essential elements of criminal intelligence

EFT

electronic funds transfer

EOD

explosive ordnance disposal

ESG

Environmental Support Group

ETS

Expiration Term of Service

EW electronic warfare	IFS Integrated Facilities System	MIA missing in action
FAR Federal Acquisition Regulation	IG inspector general	MMPF master military pay file
FEMS Facilities Engineering Management System	IMA information mission area	MN materiel need
FERS Federal employees retirement system	IMO information management officer	MOA memorandum of agreement
FIPS Federal information processing standards	ITEP Individual Training Evaluation Program	MOS military occupational specialty
FIRMR Federal Information Resource Management Regulation	JA/ATT Joint Airborne/Air Transportability Training	MOU memorandum of understanding
FN file number	JACS JUMPS Army Automated Coding system	MPRJ military personnel record jacket
FOIA Freedom of Information Act	JINTACCS Joint Interoperability of Tactical Command and Control System	MPV military pay voucher
FOUO For Official Use Only	JTA joint table of allowances	MRPF master retired pay file
FPM Federal Personnel Manual	JTD joint table of distribution	MRR machine-readable records; materiel readiness report
FRC Federal Records Center	JTR Joint Travel Regulation	MSC major subordinate command
FSS Federal Supply Schedule	JUMPS joint uniform military pay system	MTDA modification table of distribution and allowances
GAO General Accounting Office	LES leave and earnings statement	MTOE modification table of organization and equipment
GH guest house	LFN list of file numbers	MUSARC major U.S. Army Reserve command
GSA General Services Administration	MAAG Military Assistance Advisory Group	MWO modification work order
HHG household goods	MAC Military Airlift Command	NAF nonappropriated funds
HREC health record	MACOM major Army command	NAFI nonappropriated fund instrumentality
HQDA Headquarters, Department of the Army	MAP Military Assistance Program	NARA National Archives and Records Administration
ICF intelligence contingency funds	MARKS Modern Army Recordkeeping System	NATO North Atlantic Treaty Organization
ICR internal control review	MARS Military Affiliate Radio System	NBPRP National board for the promotion of rifle practice
ICRC International Committee of the Red Cross	MCN Management Control Number	NCO noncommissioned officer
IFR individual flight record	MEDCEN medical centers	NCR National Capital Region
IFRF individual flight record folder	MEDDAC medical department activity	

NDA nondisclosure agreement	PCS permanent change of station	SBP survivor benefit plan
NDCC National Defense Cadet Corps	PERM Permanent	SES Senior executive service
NIPC National Inventory Control Point	PERMAS Personnel Management Assistance System	SF standard form
NLN no longer needed	PERSCOM U.S. Total Army Personnel Command	SFTP Stockpile Function Test Program
NPRC National Personnel Records Center	PFR personnel finance record	SIDPERS Standard Installation/Division Personnel System
NRC Nuclear Regulatory Commission	PIF place in an inactive file	SIGINT signals intelligence
NSA National Security Agency	POM program objective memorandum	SIGSEC signals security
NSN National Stock Number	POR processing of overseas replacements	SLTP Stockpile Laboratory Test Program
OCIE organizational clothing and individual equipment	POV privately owned vehicle	SOP standing operating procedure
OCRHA overseas command records holding area	PSE physical security equipment	SQT skill qualification test
OCS Officer Candidate School	PW prisoner of war	SRO standing route order
ODCSPER Office of the Deputy Chief of Staff for Personnel	QDT quadruple terminal digit	SSA Supply Support Agency
OMB Office of Management and Budget	QMDO qualitative materiel development objective	SSN social security number
OMPF officer military personnel file	QMR qualitative materiel requirements	SSSC Self Service Supply Center
OPF official personnel folder	QRI qualitative requirements information	STANFINS Standard Army Finance System
OPM Office of Personnel Management	QQPRI qualitative and quantitative personnel requirements information	SUBMACOM major Army subordinate command
OSA Office of the Secretary of the Army	RCPAC Reserve Components Personnel and Administration Center	TAADS The Army Authorization Documents System
OTAG Office of the Adjutant General	RDTE research, development, test, and evaluation	TCMD transportation control and movement document
OTIG Office of the Inspector General	Ret retire	TDA tables of distribution and allowances
OTJAG Office of the Judge Advocate General	RHA records holding area	TDRL temporary disability retired list
OWCP Office of Workers' Compensation Program	RIF reduction in force	TBO transaction by others
PBO Property Book Officer	ROC required operational capability	TFO transaction for others
PCF practitioner credentialing files	ROTC Reserve Officers' Training Corps	TISA troop issue subsistence activities

TJAG
The Judge Advocate General

TLE
Technical Listening Equipment

TOE
table of organization and equipment

TRADOC
U.S. Army Training and Doctrine Command

trf
transfer

UCMJ
Uniform Code of Military Justice

UPH
unaccompanied personnel housing

USAAA
U.S. Army Audit Agency

USAEHA
U.S. Army Environmental Hygiene Agency

USAISC
U.S. Army Information Systems Command

USAMHRI
U.S. Army Military History Research Institute

USAMMA
U.S. Army Medical Materiel Agency

USALSA
U.S. Army Legal Services Agency

USAPACEHEA
U.S. Army Pacific Environmental Health Engineering Agency

USAPPC
U.S. Army Printing and Publishing Command

USAR
U.S. Army Reserve

USASC
U.S. Army Safety Center

USDA
United States Department of Agriculture

USDB
U.S. Disciplinary Barracks

USMA
U.S. Military Academy

UW
unconventional warfare

VA
vulnerability assessment; Department of Veterans Affairs

VHA
variable housing allowance

WCSC
Waterborne Commerce Statistics Center

WIC
women, infants, and children

WNRC
Washington National Records Center

Section II Terms

Acceptable substitute for original documents

Term primarily used to describe disposition standards for destruction of original records after they have been converted to microform. Before microfilm can become the record copy and the records or information from which the microfilm was produced can be destroyed, the microform image must meet all necessary quality standards. If the records may be used in a court of law, acceptability of the microform in place of the original records must be established.

Accession

The act and procedures involved in transferring legal title and physical custody of records from Department of the Army to the National Archives. This action is done by HQDA (SAIS-IDP) WASH DC20310-0107 through a formal offer of the records to the National Archives of the United States).

Accession number

A three-part number that is assigned to each records shipment to an FRC. It consists of the National Archives records group number, the fiscal year, and a four-digit sequential number (for example, 77-80-0001, 338-81-0001, 153-81-0001). Accession numbers uniquely identify retired records for locating them in an FRC.

Action copy

That copy of a communication directed to a particular agency, office, or individual responsible for action, as opposed to an information copy.

Administrative value

The usefulness of records to the originating or succeeding agency for current business.

Alphabetical arrangement

There are two basic methods of arranging records alphabetically by subject, and by name. These methods are:

a. Subject. Under this method, use subject titles and arrange alphabetically.

b. Name. Arrange records by the name of persons, places, or organizations. These are examples of the name arrangement method:

(1) *Personal names.* File by surname, then

by first name, and middle initial. For example, Brown, Robert J.; Doe, John L.; Smith, Joe S.

(2) *Place names.* File first by name of larger place, and then by specific location. For example: Maryland, Camp Springs; Ohio, Xenia; Pennsylvania, Franklin; Wisconsin, Madison; Wyoming, Cheyenne.

(3) *Organizational names.* First file by general name, such as arsenal, battalion, depot, company, then file by specific name. For example: Arsenal, Pine Bluff; Depot, Red River; Military Ocean Terminal, Bayonne. When some records are filed by number and others by name within the same record group, the numbered records should come before the named records. For example: 32d MI Detachment; 45th Infantry Division; Main Army Depot.

Appraisal

The process of determining the value (and therefore, the disposition) of records based upon their current administrative, legal, and fiscal use; their evidentiary and informational or research value; their arrangement; and their relationship to other records.

Archival value

The determination in appraisal that records are worthy of permanent preservation by the National Archives.

Audiovisual records

Records in pictorial or audio form, regardless of format.

Cartographic records

Records depicting, in graphic or photogrammetric form, a portion of a linear surface, such as maps, globes, topographic and hydrographic charts, cartographies, relief models, and aerial photographs.

Case file

A folder or other file unit containing material relating to a specific action, event, person, place, project, or thing.

Central files

The records of several offices or organizational units physically or subjectively centralized and supervised in one location.

Classification

The act of identifying documents or records in accordance with a predesignated filing system.

Computer output microform

Microforms (microfiche, microfilm) containing data produced by a recorder from computer generated signals. A process of converting data from magnetic tape to human readable images on film.

Copy

A reproduction or duplication of an original record. Copies identified by their functions include action copy, comeback copy, file or record copy, information or reference copy,

official copy, and stayback copy. Copies identified by method of creation include carbon, ribbon, electrostatic, mimeograph, offset, press, diazo, and vesicular.

Current files area

Areas and office space where current, day-to-day work is done and current records are created and maintained.

Current records

Records necessary for doing the current business of an office; they must be maintained in files equipment in the office.

Cutoff

The setting aside of a logical block of records on which all action has been completed. Then the retention and disposition instructions can be applied. Blocks of records are normally cut off at the end of a fiscal year, a calendar year, or a school year. Specific records within the block that represent incomplete or continuing action are withdrawn and carried forward into the new file.

Date arrangement

A system of arranging records or documents in chronological order by year, by month, or by day of the month.

Deacidification

The process by which the pH of paper documents is raised to a minimum of 7.0. This process is used as a method of preserving paper records of long-term value that are deteriorating due to age and use. The process is generally used before documents are thermoplastically laminated.

Declassification

The determination that security classified information no longer requires, in the interest of national security, protection against unauthorized disclosure. Removal or cancellation of the security information markings is normally involved.

Departmental records

Records accumulated by Headquarters, DA agencies as opposed to those accumulated by field operating agencies, staff support agencies, major Army commands, and similar organizations.

Discontinuance

The placing of an organization in an inactive status or in surplus status when all military functions have ceased. When this term is used, it also includes inactivation, disbandment, and reduction to zero strength.

Disposition

The actions taken with noncurrent records. These include transfer to a records holding area, retirement to a Federal records center, authorized donations, destruction, and accessioning into the National Archives.

Disposition instructions

Precise instructions specifying the date or

event for cutoff, transfer, retirement, or destruction of records.

Disposition schedule

A document governing, on a continuing basis, the retention and disposition of the recurring record series of an organization or agency. This pamphlet makes up the Army disposition schedule. These disposition instructions meet the requirements of 44 USC 3301–3314.

Donation

The transfer of Army records (which are eligible for destruction) to a qualified agency, organization, institution, or person. HQDA(SAIS-IDP) approval is required for donations.

Duplex number arrangement

A system of numeric filing where the number has two or more parts, separated by a dash, space, or a comma (for example, 340–1, 611–201, 096 10 2594). Under this method, arrange documents in straight numerical sequence by the first part of the number and then by succeeding parts of the number. Army Regulations are an example of documents filed under this method.

Field records

Records accumulated by field operating agencies, staff support agencies, major Army commands, posts, installations, and similar organizations, as opposed to those accumulated by HQDA.

File

- a. An accumulation of records maintained in a predetermined physical arrangement.
- b. To place documents in a predetermined location according to an overall plan of classification.

File number

The number assigned to records described under that file number. This number identifies information for filing, reference, and disposition authority.

Geographical arrangement

A system of arranging records alphabetically by geographical area such as major command, country, county, or territory.

Housekeeping files

Records accumulated or generated within an office that document the internal administrative functions of the office as opposed to those that document the primary missions of the office.

Information management

The administration of information, its uses and transmission, and the application of theories and techniques of information science to create, modify, or improve information handling systems.

List of file numbers

A listing of the specific file numbers and file

titles describing the records accumulated or generated within an office. The listing is prepared within each element where records are accumulated or generated and must be approved by the appropriate records management official.

Modern Army Recordkeeping System

A system for identifying, arranging, and retrieving Army records for reference and disposition according to the directive, usually an AR or DA Pamphlet, which prescribes their creation, maintenance, and use.

Machine-readable records

Machine-readable records (MRR) are data or information stored on magnetic media such as tape, disk packs, drums, and optical disks. For purposes of this regulation, punched cards are considered machine-readable media. MRR require machine processing and decoding for conversion to human-readable form; also, they document one or more specific functions of an element or office. MRR are records as defined by the Federal Records Disposal Act (section 366, title 44, United States Code (44 USC 366)).

Master file

The definitive state of a data file in an automated system at a given time.

a. *Current master file.* As distinguished from the prior master file (see *b* below), the current state of a data file in an automated system at a given time; or master continuous update tapes (or other media) containing data merged with valid transaction data to create a new (or updated) master file.

b. *Prior master file.* A file that was at one time the current master file, but was superseded in the master file updating process. Usually second, third, or fourth generation tapes (or other media) reflecting superseded data or a superseded master file that has lost all or some of its data.

c. *Historical (transaction) file.* A file of accumulated data from previous transactional updates and kept separately for historical purposes or a valid file of items used with the master data input file to create a master data output file. This file of items is sometimes kept for security backup, historical, or similar purposes for varying periods of time. A file may be identical in format and content to a master file, but kept separately for security backup, historical, or similar purposes.

Mixed series records shipment

A records shipment of one box under more than one MARKS file number, or created by more than one element of an organization. This shipment has one accession number.

Noncurrent records

Records no longer required for current operations.

Office

Any place where records are created, maintained, or used.

Organizational arrangement

A system of arranging records either alphabetically by name of organization, or numerically by organization number.

Permanent records

The designation applied to records worthy of permanent retention by the United States, and accessioned into the National Archives.

Prescribed quality standards

The survivability standard that microforms must meet before they are approved for use as the record copy of information. This phrase is primarily used in disposition standards to authorize the destruction of original records after they have been converted to microform.

Preservation

Specific measures, individual and collective, taken for the repair, maintenance, restoration, or protection of information storage media.

Project file

See case file.

Reading file

A file with copies of documents arranged in chronological order.

Record copy

That copy of a record kept by the agency, office, or element directly responsible for the function to which the record relates. No matter what method is used to create or duplicate the copy, record copies of incoming or outgoing communications may be in a variety of forms. These include paper copy, yellow file copy, ribbon copy, carbon copy, handwritten items, specific media, microforms, and so forth. It does not include reading file copies, or copies held for convenience or reference.

Records

All books, papers, maps, photographs, machine-readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

Records center

A facility that is designed and constructed for low-cost and efficient storage of records, and for reference service on semicurrent records,

pending their ultimate disposition. FRCs serving the Army are operated by GSA.

Records holding area

A facility established to collect and maintain cutoff records until they are either eligible for destruction or retirement to a Federal records center or other records depository. When located OCONUS, these facilities are referred to as Overseas Command Records Holding Areas (OCRHAs).

Retention period

The length of time that a record must be kept before it is destroyed. Records not authorized for destruction have a retention period of permanent.

Retire

The movement of records from a CFA or RHA into the Federal Records Center system.

Security classified information

Official records or information requiring protection against unauthorized disclosure. The degree of protection is specified by one of the following: TOP SECRET, SECRET, CONFIDENTIAL.

Single series records shipment

A records shipment of one or more boxes under one MARKS file number, accumulated by one element of an organization. This shipment has one accession number.

Straight numerical arrangement

A system of arranging records in consecutive numerical sequence, that is, 1, 2, 3, 4, 5, and so forth.

Subject arrangement

A system of arranging records by a meaningful title.

Textual records

The term applied to manuscript or typescript, as distinct from audiovisual, cartographic, and machine-readable records.

Terminal digit arrangement

A system of arranging records by number using the units and tens (terminal digits) of a number rather than the whole number. For example, the No. 3441-56-5929 would normally be separated as 344156-59-29 for terminal digit filings. The primary arrangement is "29," the secondary arrangement is "59," and the remaining digits are used for filing in straight numerical order.

Transfer

The movement of records from a CFA into an RHA.

Unidentified files

Records that are not currently described under MARKS file numbers. When such records are determined to exist, specific records management actions prescribed in this regulation will be taken.

Unscheduled records

Records which have not been approved by NARA for disposition.

Working papers

Documents such as rough notes, calculations, or drafts that are assembled or created and used in the preparation or analysis of other documents. These documents are also considered records and are filed under the appropriate MARKS number.

There are no entries in this section.

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RESERVED

REQUEST FOR RECORDS

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

PLEASE READ THE FOLLOWING BEFORE COMPLETING THIS FORM

- These records will be used for official purposes only.
- Do not remove, permit to be removed, add to, or reveal the contents to unauthorized persons.
- The requester is responsible for return of these records intact to the office of record.

SECTION I - TO BE COMPLETED BY THE REQUESTER

1. RECORD(s) REQUESTED *(Give file classification, subject, date, and other identifying information. If records of personnel are requested, give name (LAST NAME FIRST), grade, SSN, type of file requested, and purpose for which records are to be used.)*

2. REQUESTER'S ADDRESS

3. ESTIMATED NO. OF DAYS RECORDS ARE NEEDED

4. TELEPHONE NO.

5. DATE

6. NAME AND SIGNATURE OF REQUESTER

SECTION II - TO BE COMPLETED BY THE RECORDS CUSTODIAN

7. SEARCHER'S REPORT

a. RECORDS ATTACHED FOR DELIVERY TO ADDRESS IN ITEM 2.

b. RECORDS CURRENTLY ON LOAN *(Complete block 7d.)*

c. UNABLE TO IDENTIFY RECORDS

d. NAME, ADDRESS, TELEPHONE NO., AND DATE LOANED

8. DATE RECORDS MUST RETURNED

9. ADDRESS OF CUSTODIAN

10. TELEPHONE NO.

11. DATE

12. NAME AND SIGNATURE OF CUSTODIAN

SECTION III - TO BE COMPLETED BY THE OFFICE OF RECORD

13. DATE RETURNED

14. SIGNATURE OR INITIALS OF INDIVIDUAL TO WHOM RECORDS WERE RETURNED

RECORDS CROSS REFERENCE

For use of this form, see AR 25-400-2; the proponent agency is ODISC4

File this sheet to show where related files are located.

1. MARKS FILE NUMBER (in which this cross reference sheet is filed)

2. MARKS FILE NUMBER TITLE

3. RELATED RECORD INFORMATION (Use a separate DA Form 1613-R for each related record.)

a. ORIGINATOR

b. ADDRESSEE(s) (Use Item 3g if more space is needed.)

c. SUBJECT

d. DATE

e. LOCATION (of where record is filed.)

f. MEDIA

(1) MARKS FILE NUMBER

(2) MARKS FILE NUMBER TITLE

☐

HARDCOPY

☐

ELECTRONIC

g. SUMMARY (Give a brief summary/description of the contents of the related record.)

Unclassified

PIN 060671-000

USAPA

ELECTRONIC PUBLISHING SYSTEM
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**Information Management: Records
Management**

Preparing and Managing Correspondence

**Headquarters
Department of the Army
Washington, DC
5 March 2001**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-50

Preparing and Managing Correspondence

This revision-

- o Supersedes AR 25-50, dated 21 November 1988.
- o Eliminates the use of the endorsement as an authorized form of correspondence. The memorandum will be used in all instances where an endorsement was previously used.
- o Makes significant changes in the use of the memorandum and letter (paras 1-7a and b, 2-2, 3-2).
- o Modifies the addressing of mail and correspondence (paras 1-8, 1-9, 2-4a(4)).
- o Modifies the MEMORANDUM FOR line (para 2-4a(4)).
- o Modifies abbreviation practices (para 11-6 and throughout).
- o Eliminates duplication of policy on Letterhead stationery contained in AR 25-30, The Army Publishing and Printing Program, 21 June 1999.
- o Revises DA Form 1222 (Routing Slip).

Effective 5 April 2001

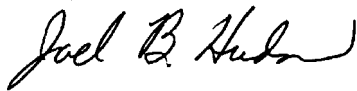
Information Management: Records Management

Preparing and Managing Correspondence

By Order of the Secretary of the Army:

ERIC K. SHINSEKI
General, United States Army
Chief of Staff

Official:



JOEL B. HUDSON
Administrative Assistant to the
Secretary of the Army

History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This regulation on the preparation and management of Army correspondence has been revised. This revision establishes three forms of correspondence authorized for use within the Army: a letter, a memorandum, and a message, in

support of the Army Effective Writing Program.

Applicability. This regulation applies to all Army personnel, including personnel of the Army National Guard of the United States and the U.S. Army Reserve, who manage, prepare, and distribute Army correspondence. During full mobilization, requirements of this regulation, except those imposed by Public Law, are exempt.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval from the Deputy Chief

of Staff for Personnel (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested Improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Records Management and Declassification Agency, ATTN: Records Management Division (TAPC–PDD–RP), 6000 6th Street, Fort Belvoir, VA 22060–5603.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for Active Army, Army National Guard of the U.S., and U.S. Army Reserve.

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Chapter 1

Preparing Correspondence

Section I

General

1–1. Purpose

This regulation prescribes Department of the Army (DA) policies, procedures, and standard formats for preparing and processing Army correspondence.

1–2. References

Required and related publications, prescribed forms, and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

- a.* The Administrative Assistant to the Secretary of the Army will—
 - (1) Establish policies and procedures for preparing correspondence on behalf of the Secretary of the Army.
 - (2) Oversee Army correspondence on behalf of the Secretary of the Army.
- b.* The Deputy Chief of Staff for Personnel will develop policy and direction of correspondence management for DA.
- c.* The Deputy Chief of Staff for Operations and Plans will incorporate effective and efficient Army writing into training policy and will fund any special requirements.
- d.* Heads of Headquarters, Department of the Army (HQDA) agencies and commanders of major Army commands (MACOMs), installations, activities, and units will supervise and manage the Correspondence Management Program within their agencies or commands.
- e.* Commanders at all levels will actively support effective and efficient Army writing by working to eliminate poor writing in their commands and providing training opportunities for all Army writers.

1–5. Restrictions to this regulation

This regulation has been made as complete as possible to avoid the need to issue additional instructions. The correspondence formats outlined in this regulation take precedence over format instructions outlined in other regulations or directives. Therefore, supplements to this regulation will be restricted to instructions that are unique to an agency or command. Guidance found in DA Memo 25–52, dated 15 September 1996 (Staff Action Process and Correspondence Policies), must be followed when preparing correspondence for signature by the Secretary of Defense; Secretary of the Army; Chief of Staff, Army; Vice Chief of Staff, Army; and the Director of the Army Staff.

1–6. Objectives

The objectives of this regulation are to—

- a.* Create a standard of acceptance for written communication in the Army.
- b.* Provide clear instructions for the preparation of all correspondence. This should reduce the time needed for training in this area.
- c.* Reduce the cost of preparing correspondence.
- d.* Standardize the preparation and distribution of correspondence.

Section II

General Correspondence Guidance

1–7. Methods of communication

- a. Personal or telephone contact.* Whenever possible and appropriate, conduct official business by personal contact, local telephone, Defense Switched Network (DSN) or electronic mail (e-mail). A memorandum for record (MFR) should be used to document any decisions or agreements reached during these communications.
- b. Memorandum.* The memorandum will be used for correspondence within a department or agency, as well as for routine correspondence to Federal Government agencies outside the Department of Defense (DOD). Do not use the memorandum format for corresponding with the families of military personnel or private businesses. See paragraph 2–2 for the proper use of the memorandum.
- c. Letter.* Letters will be used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State governors, mayors, foreign government officials, and the public. Letters may also be used to

address individuals outside the department or agency when a personal tone is appropriate, such as in letters of commendation or condolence. See paragraph 3–2 for the proper use of the letter.

d. Electronic mail. Electronic mail may be used for unclassified organizational and individual information transfer.

e. Automated Digital Network (AUTODIN) messages. Use electronically transmitted AUTODIN messages or commercial telephone only when other means of transmission will not suffice.

1–8. Direct communications

Send correspondence as directly as possible to the action office concerned. See paragraph 2–4a(4). Include the action officer's name and office symbol when addressing correspondence.

1–9. Routing through channels

a. Routing action correspondence. Route correspondence through commands, agencies, or offices expected to exercise control or to take action.

b. Bypassing intermediate headquarters. Correspondence will not be routed through a headquarters that has no interest or concern in the matter or action. However, a copy of the communication and the referral action will be sent to the command, agency, or office that was bypassed. Routine correspondence may bypass intermediate headquarters when—

(1) It is apparent that the intermediate headquarters is not concerned.

(2) No action is required.

(3) No controls need to be exercised.

c. Routing directly to the addressee. When there is not enough time to route a communication through channels and still meet a suspense date, send it directly to the addressee. This is an exception to 1–9a. At the same time, send a copy of the communication and referral action to the organizations that were bypassed.

d. Using technical channels. Use technical channels to route correspondence that deals with technical matters. This includes technical reports, instructions, or requests for information that do not involve command matters. Before using technical channels, ensure that the action is not one that should be sent through command channels. Do not use FOR THE COMMANDER on the authority line of technical channel correspondence.

1–10. Quality of writing

Department of the Army writing will be clear, concise, and effective. Army correspondence must aid effective and efficient communication and decision making. Writing that is effective and efficient can be understood in a single rapid reading and is generally free of errors in grammar, mechanics, and usage. Refer to paragraphs 1–43 through 1–46 of chapter 1 and appendix B of this regulation and to DA Pamphlet (Pam) 600–67, *Effective Writing for Army Leaders*, for more information on effective and efficient Army writing. The standards contained in these references are the mandated Army style.

1–11. Rewriting, retyping, and drafts

a. Correspondence and mission accomplishment. Correspondence helps the Army accomplish its mission. Information clarity and efficient mission accomplishment are the most important aspects of correspondence.

b. Rewriting. Excessive revisions to create a perfect product are a waste of time. The objectives of good correspondence are clarity and brevity. Do not rewrite internal DA correspondence unless it is clearly inadequate for the intended purpose. Do not rewrite to correct minor errors in format, arrangement, and phraseology unless the correspondence is going outside DA or to the general public.

c. Retyping. Do not retype DA correspondence to correct typographical errors, word omissions, or other minor errors unless the changes are so numerous that the end result looks sloppy. Make corrections neatly and legibly with pen and ink.

d. Drafts. When correspondence must be prepared for the approval or concurrence of another office, submit it in draft form (unless it is known that it will not be changed). The approving or reviewing official will approve and return the draft. Prepare the final correspondence for signature and attach the draft to the record copy.

1–12. Review of outgoing correspondence

Keep the number of times outgoing correspondence is reviewed to a minimum. Normally, make one review for grammar, format, and content. When available, use electronic spell check. The senior secretary or administrative officer of an organization should provide a final review of all the correspondence prepared for the signature of the signing official.

1–13. Form letters

The term “form letter” is a generic term and encompasses memorandums and letters. Form letters save time and money and often provide a higher level of quality than composed letters.

a. Economy. The form letter, when designed and used properly, is the most economical of all correspondence media.

- b. Appropriateness.* Use a form letter to convey information about impersonal or routine matters.
- c. Flexibility.* Form letters that are well designed provide flexibility and can be adapted to serve almost all the needs for which a form letter is economical and appropriate.
- d. Forms approval and control.* See AR 25–30, The Army Publishing and Printing Program, for information on approval procedures and forms control.

1–14. Exclusive For correspondence

- a. Use.* Use Exclusive For correspondence for matters of a sensitive or privileged nature. Keep its use to a minimum to avoid delay of action if the named addressee is absent or unavailable to receive and act on the correspondence. Prepare Exclusive For correspondence in either the letter or memorandum format.
- b. Addressing.* Address Exclusive For correspondence to the name and title of the addressee.
- c. Handling.* When preparing Exclusive For correspondence, place it in a sealed envelope. Type and underline the words *Exclusive For* on the envelope. Distribution center and mailroom workers will give this kind of mail to addressees unopened.
- d. Personal For.* The term *Personal For* is not authorized for use on Army correspondence, but it is used in certain electronic message traffic as prescribed in AR 25–11, Record Communications and the Privacy Communications System.

Section III

Specific Correspondence Guidance

1–15. Dissemination of command instructions

The acronyms ALARACT (all Army activities) and ARSTAF (Army Staff) are used only in electronically transmitted messages. These acronyms assign responsibility for distribution instructions. Do not use them in Army correspondence.

1–16. Abbreviations and brevity codes

- a. Memorandums.* Use abbreviations and brevity codes authorized in AR 310–50, Authorized Abbreviations and Brevity Codes, for memorandums. Use standard dictionaries for abbreviations not contained in AR 310–50. Prescribing regulations for various technical fields also provide authorized abbreviations, acronyms, and brevity codes. Abbreviated ranks are authorized for memorandums and personal correspondence. General officers will use their full rank on all formal or official correspondence.
- b. Letters.* Use only common abbreviations found in standard dictionaries. Do not use military abbreviations, brevity codes, acronyms, or military jargon in letters addressed to persons outside the Department of Defense. Military personnel will use their full rank (for example, Lieutenant General, Major General, Captain, Sergeant First Class, and so forth) for letters.
- c. Abbreviation guidelines.*
 - (1) Established abbreviations are acceptable in all but the most formal writing. For reading ease, use only well-known abbreviations or those you think would be known by the recipient.
 - (2) When a word or title that is not well known will be used more than once in a document, place the abbreviated form in parentheses after the first time the word or title is used. Thereafter, only the abbreviated form is used. Do not place the abbreviated form of a word or title after the spelled out version of the word or title if the word or title will not be used more than once.
 - (3) Do not place a period after abbreviated words in addresses, for example, St (street), Blvd (Boulevard), and so forth. The word *Fort* can be abbreviated (Ft) when used with a location.

1–17. Acronyms

Use military and civilian acronyms in memorandums, if appropriate. Do not, however, use military acronyms when writing to individuals or organizations who would not be familiar with their use. When an acronym that is used more than once is not well known or is not contained in AR 310–50, spell out the word or title the first time it is used and follow it with the abbreviated form. Thereafter, the acronym may be used. Above all, do not overuse acronyms.

1–18. Letterhead stationery

- a.* Letterhead stationery identifies the originating agency and provides the agency's complete standardized mailing address. The letterhead does not show the organizational structure of the agency, nor should it do so. Therefore, do not make internal office designations part of printed letterhead.
- b.* Computer or word processor-generated letterhead stationery may be used for correspondence provided
 - (1) No element of the letterhead is larger than that authorized for preprinted stationery.
 - (2) No seal, emblem, decorative device, distinguishing insignia, slogans, or mottos are used.
 - (3) Stationery size conforms to that required for preprinted letterheads (see AR 25–30).

1-19. Paper

Paper used for Army correspondence will be the standard 8½- by 11-inch size. Continuing efforts will be made to conserve paper and to minimize the use of high cost premium grade paper by adhering to the following:

a. Original pages. Use white letterhead stationery for the first page of all formal memorandums and letters except when an approved form is prescribed. Use plain white paper for continuing pages. Reserve bond paper for special purposes.

b. Copies.

(1) Use printed, typed letterhead, or photocopies when sent outside the originating agency.

(2) Use photocopies for record copies if necessary. Type, stamp, or write clearance or coordination ladders only on record copies.

1-20. Type fonts and sizes

When creating official correspondence, use type fonts and sizes that make the correspondence easy to read and understand. The following guidelines will provide the best results:

a. A font with a point size smaller than 12 or larger than 14 should be avoided. When possible, a 12-point size will be used.

b. Preferred type fonts are Times Roman and Times New Roman.

c. Unusual type styles, such as script, should not be used to create official correspondence.

1-21. Ink color

Use black or blue ink to sign communications. Black ink will be used to stamp dates and signature blocks.

1-22. Using one side of paper

Prepare original correspondence using only one side of a sheet of paper; however, correspondence should be reproduced on both sides of the paper.

1-23. Copies

a. Record copy. Make one record or file copy of correspondence after original has been signed and dated. Stamp or write "record copy" or "file copy" along the edge of the right margin. Maintain file copies in accordance with Army recordkeeping system requirements.

b. Reading file copies. If reading files are used, maintain in accordance with Army recordkeeping system requirements.

c. Copies furnished. Use "copies furnished" to keep other than the prime addressee informed of an action. Make copies after original has been signed and dated.

1-24. Classified and special handling correspondence

a. General. Information that requires protection against unauthorized disclosure in the interest of national security shall be classified. Correspondence containing classified information will be safeguarded as prescribed in AR 380-5, Department of the Army Information Security Program. The contents of a classified communication will be revealed only to individuals who have the appropriate security clearance and whose official duties require such information.

b. Marking classified correspondence. See chapter 8 and AR 380-5 for detailed instructions on marking and downgrading instructions.

c. Use of FOR OFFICIAL USE ONLY (FOUO) marking. See AR 25-55, The Department of the Army Freedom of Information Act Program, for the proper use and marking of FOUO material.

1-25. Identification of writer

Normally, when writing any type of correspondence, the writer will be identified by military rank or civilian prefix, name, telephone number, and if appropriate, facsimile number and e-mail address. This information is generally placed in the last paragraph of the correspondence.

1-26. Identification of originating office

a. Office symbols are used to identify the office of origin for memorandums and electronically transmitted messages within the DA. Use the office symbols when addressing or replying to memorandums.

b. Office titles are used to identify the office of origin for letters. See paragraph 3-7a(2)(b).

1-27. Expression of date

a. Dates on memorandums. Express dates on memorandums in only these two ways: 1 January 2000 or 1 Jan 00. The four digits for the year will be used only when the month is spelled out or when date stamps reflect abbreviated months and four-digit year.

b. Dates on letters. Express dates on letters and refer to dates within letters only in this way: January 1, 2000.

c. *Separating date elements.* Avoid separating any of the three date elements (day, month, and year) from each other, but if it is absolutely necessary, the four-digit year may be carried over to the next line when the month is spelled out.

1-28. Expressing time

Military time will be expressed in a group of four digits, ranging from 0001 to 2400 based on the 24-hour clock system. The first two digits represent the hour after midnight and the last two digits represent the minutes. For example, 1:37 p.m. civilian time is expressed as 1337 military time. The word *hours* will not be used in conjunction with military time. Use civilian time in letters.

1-29. Suspense date

a. Use a suspense date on memorandums when a reply is required by a certain date. (See fig 2-2.) Suspense dates should be reflected in the body text and appear in bold. Do not use suspense dates on letters.

b. Consider the following time factors in setting a suspense date on correspondence:

- (1) Number of days required to transmit the communications.
- (2) Number of days needed to complete the action.
- (3) Number of days required to transmit the reply.

1-30. Addressing

Address correspondence and envelopes as prescribed in AR 25-51, Official Mail and Distribution Management, and chapter 5 of this regulation.

1-31. References

List references in the first paragraph of the correspondence. Enclose copies of references that are not readily available to the addressee. List and number references in the order they appear in the correspondence. When references do not appear in the text of the correspondence, list them in ascending date order (oldest to most recent). Include the following information as a minimum:

a. *Publications.* When listing publications, include the number, title, and date, for example, AR 25-50, Preparing and Managing Correspondence, 21 Nov 88; and (for a supplement and change) USASC, Suppl 1, 3 Mar 95, to AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, 31 Oct 97; and Change 2, 15 Oct 99, to DA Pam 27-9, Military Judges' Benchbook, 30 Sep 96.

b. *Correspondence.* When referencing correspondence, include the type of correspondence, organization of origin, office symbol, date, and the subject of the correspondence, for example, Memorandum, HQ USAMC, AMCIO-F, 20 Feb 88, subject: Training for AMC Personnel; and Message, HQ TRADOC, ATPL-TD-OR, 101623Z Sep 84, subject: Correspondence Management. When referencing e-mail or facsimiles, use the name of the sender and the office symbol (if included), for example, E-mail, HQ TRADOC (ATPL-TD-OR), Mr. Sam Jones, 3 Nov 96, subject: Correspondence Management; and Fax, HQ FORSCOM, Ms. Ella Johns, 25 Feb 97, subject: Copier Management.

c. *Referencing classified or unclassified material.* (See chap 8 for portion marking.) Use the following guidelines when referencing unclassified material in a classified document or referencing classified material in a classified or unclassified document.

Note. When the reference contains classified information or is required to be placed within a classified document, portion-mark the reference and the subject of the reference with the appropriate classification symbol. See AR 380-5 for guidance.

(1) When referencing a classified document in unclassified correspondence, show the classification of both the referenced material and the subject, for example, Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (U).

(2) When referencing unclassified correspondence in a classified document, show the classification of the referenced material and the subject, for example, (U) Unclass message, HQ TRADOC, ATPL-TD-OR, 201623Z Sep 84, subject: Correspondence Management (U).

(3) When referencing a classified document that has a classified subject in classified correspondence, show the classification of both the reference and its subject, for example, (C) Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (C).

(4) When drafting an unclassified document and the subject of the reference(s) is classified, the document must show the classification assigned to the referenced subject. The document then becomes classified to the level of the reference cited and must be marked appropriately. (See AR 380-5 and chap 8 for proper marking of classified correspondence.)

(5) When drafting an unclassified piece of correspondence that contains a mixture of classified and unclassified references although all subjects are unclassified, show the classification marking for each reference. Here are examples of references:

- (a) (U) Secret message, HQ TRADOC, ATCG, 201623Z Sep 94, subject: Correspondence Management (U).
- (b) Unclass memorandum, HQ TRADOC, ATCG, 20 Sep 94, subject: Correspondence Management (U).

(c) (U) Conf message, HQDA, DAPC-ZX, 201624Z Sep 94, subject: Correspondence Management (U).

(6) When preparing messages or when referencing correspondence on messages within messages, see AR 25-11 for guidance.

(7) When drafting unclassified correspondence that contains unclassified references, do not mark it to indicate its unclassified status.

d. Paragraphs of regulations or publications.

(1) When citing a regulation or publication, cite its number, name, and date: DA Pam 600-67, Effective Writing for Army Leaders, June 1986.

(2) When referencing a specific paragraph in a regulation or publication, cite the regulation or publication number, name, paragraph, and date, for example, DA Pam 600-67, Effective Writing for Army Leaders, paragraph 3-1a, June 1986. If the regulation has been listed as a reference in the first paragraph of the memorandum, additional references need only include the paragraph number and the number of the regulation, for example, DA Pam 600-67, paragraph 3-1a.

e. Telephone conversations or meetings. When referencing telephone conversations or meetings, first cite the communication, then the individuals' headquarters or office of location, the date, and the subject, if applicable:

(1) Reference telephone conversation between Mr. Smith, this office, and Ms. Jones, TRADOC, 23 Jan 95, subject: Office Copiers.

(2) Reference meeting between Ms. Jones, TRADOC, and Mr. Smith, this office, 23 Jan 95, subject: Office Copiers.

f. Referencing material that has the same subject. The term "subject as above" or the acronym "SAB" may be used in lieu of stating the subject in memorandums. This does not apply to letters.

1-32. Authority lines

Chapter 6 explains in detail the composition and proper use of authority lines.

1-33. Complimentary close

Chapter 3 explains in detail the composition and proper use of complimentary close.

1-34. Signature blocks

Chapter 6, section II, explains in detail the composition and proper use of signature blocks for military and civilian personnel.

1-35. Postscripts

A postscript (P.S.) is an informal technique to add an afterthought to a communication; do not use in official correspondence.

1-36. Page and paragraph numbering

See chapters 2 and 3 for exact guidance on paragraph and page numbering and placement of the page number.

1-37. Underlining, using boldface type, and italicizing for emphasis

Use underlining, boldface type, and italics only to emphasize a specific or important fact. Overuse of these methods for emphasis (like overuse of the exclamation point) defeats its own purpose. In general, substitute more specific or forceful words to gain emphasis.

1-38. Distribution formulas

Develop a distribution formula that is easy to understand and use. Ensure that it is a fast and cost-effective way to distribute information to a great number of addresses. Do not use internal distribution formulas for correspondence external to your command or installation. (See AR 25-51.)

1-39. Identifying and listing enclosures

Use enclosures for memorandums and letters. Number and attach all enclosures in the same order in which they appear in the body of the correspondence. Place the identification of each enclosure in the lower right corner of the first page, in pencil, before making copies. Specify enclosures in the text. See paragraph 4-2 for proper listing of enclosures. Attachments to enclosures are referred to as enclosures to enclosures (for example, enclosure 3 to enclosure 2).

1-40. Nine-digit ZIP Code (ZIP+4 Code)

Use the ZIP+4 Code on all return envelope addresses and on all "FOR" addresses. The ZIP+4 Codes will be used on all letterhead stationery whether printed or typed.

1-41. NATO correspondence

Correspondence for NATO purposes is governed by Standardization Agreements. See guidance in appendix F.

1–42. Recordkeeping requirements

This regulation requires the creation, maintenance, and use of the specific record FN 25–50a (Delegation of signature authority), in accordance with AR 25–400–2.

Section IV

Effective Writing and Correspondence: The Army Writing Style

1–43. Goal

The goal of all Army correspondence is effective communication.

1–44. Standards for Army writing

a. Effective Army writing transmits a clear message in a single, rapid reading and is generally free of errors in grammar, mechanics, and usage.

b. Good Army writing is concise, organized, and right to the point. Two essential requirements include putting the main point at the beginning of the correspondence and using the active voice (for example (*main point up front*), “You are entitled to jump pay for the time you spent in training last year”).

c. The standard English sentence order, subject-verb-object, works best. It speeds communication and helps the reader understand the main point.

d. Active writing—

(1) Emphasizes the doer of the action.

(2) Shows who or what does the action in the sentence, or puts the doer before the verb.

(3) Creates shorter sentences. Eliminating the passive voice reduces the number of words in a sentence.

(a) Passive: The PT test was passed by SGT Jones (eight words).

(b) Active: SGT Jones passed the PT test (six words).

e. The passive voice is easy to recognize. A verb in the passive voice uses any form of “to be” plus the past participle of a main verb (for example, am, is, are, was, were, be, being, been), plus a main verb usually ending in “en” or “ed” (for example, were completed, is requested).

1–45. Constructing military correspondence

a. *General techniques.* Focus first on the main point to construct basic military correspondence. Use of the active voice is the basic style of Army writing.

b. *Specific techniques.* Meeting the standards for correspondence requires specific techniques. Use these additional rules of correspondence construction to improve effectiveness.

(1) Use short words. Try not to use more than 15 percent over two syllables long.

(2) Keep sentences short. The average length of a sentence should be about 15 words.

(3) Write paragraphs that, with few exceptions, are no more than 10 lines.

(4) Avoid jargon.

(5) Use correct spelling, grammar, and punctuation.

(6) Use I, you, and we as subjects of sentences instead of this office, this headquarters, this command, all individuals, and so forth.

(7) Write one-page letters and memorandums for most correspondence. Use enclosures for additional information.

(8) Avoid sentences that begin with “It is ...,” “There is ...,” or “There are”

1–46. Packaging correspondence

a. *Structure.* The simplified formats in this regulation are specific ways of structuring particular kinds of correspondence. Packaging, however, applies to all Army writing.

b. *Framework.* Packaging is the general framework of military writing style. All formats start with this standard structure and are tailored to each type of correspondence.

c. *Packaging.* Structure correspondence for easy quick reading:

(1) First, open with a short, clear purpose sentence.

(2) Next, put the recommendation, conclusion, or more important information as the main point. (These first two steps can be combined in some correspondence.)

(3) Last, clearly separate each section. Use short paragraph headings or section titles.

Chapter 2

Memorandums—Special Purpose Memorandums

Section I

Memorandums

2-1. General

There are two types of memorandums: formal and informal. Figures 2-1 through 2-18 illustrate examples of usage and general rules.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1
2 OFFICE SYMBOL 1 Date
1
2
3 MEMORANDUM FOR Deputy Commandant, US Army Command and General Staff
College (ATZL-SWD), 1 Reynolds Avenue, Ft Leavenworth, KS 66027-1352
1
2 SUBJECT: Using and Preparing a Memorandum
1
2
3 1. Paragraph 2-2 defines the use of a memorandum.

2. Single-space the text of the memorandum; double-space between paragraphs.

3. When a memorandum has more than one paragraph, number the paragraphs consecutively.
When paragraphs are subdivided, designate first subdivisions by the letters of the alphabet and
indent them as shown below.

a. When a paragraph is subdivided, there must be at least two subparagraphs.

b. If there is a subparagraph "a," there must be a "b."

(1) Designate second subdivisions by numbers in parentheses; for example, (1),
(2), and (3).

(2) Do not subdivide beyond the third subdivision.

(a) However, do not indent any further than the second subdivision.

(b) This is an example of the proper indentation procedure for a third subdivision.
1
2 AUTHORITY LINE:
1
2
3
4
5 Encl JOHN W. SMITH
Colonel, GS
Deputy Chief of Staff for Operations

1
2 CF:
Director, Tactics Division (w/encl)

Figure 2-1. Using and preparing a memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

S: Suspense Date

1
2 OFFICE SYMBOL

1
2 Date

1
2
3 MEMORANDUM FOR Joint Readiness Training Center (AFXX-XX), US Army Forces
Command, 7330 Mississippi Avenue, Ft Polk, LA 71459-5339

1
2 SUBJECT: Preparing a Memorandum

1
2
3 1. This example shows how to prepare a memorandum. Allow one inch for the left, right, top
and bottom margins, except for top margin on letterhead.

a. Type the *OFFICE SYMBOL* at the left margin two lines below the seal.

b. Stamp or type the *DATE* on the same line as the office symbol, ending at the right
margin. If there is a *SUSPENSE DATE*, type it two lines above the office symbol line ending as
close as possible to the right margin.

c. Type *MEMORANDUM FOR* on the third line below the office symbol. Begin the single
address one space following *MEMORANDUM FOR*. If the *MEMORANDUM FOR* address
extends more than one line, begin the second line flush with the left margin. Addresses may be
in upper and lowercase type or all uppercase type. See the other figures within this chapter for
preparing multiple-addressed memorandums.

d. Type the *SUBJECT* of the memorandum on the second line below the last line of an
address.

e. Begin the first paragraph of the *TEXT* at the left margin on the third line below the
last line of the subject.

2. When used, type the *AUTHORITY LINE* at the left margin on the second line below the last
line of the text.

3. Type the *SIGNATURE BLOCK* on the fifth line below the authority line or the last line of
the text beginning in the center of the page. Identify enclosures, if any, flush with the left
margin beginning on the same line as the signature block.

4. Leave a one-inch margin at the bottom of the first page. (See figure 2-3 for instructions
on continuing the memorandum.)

Figure 2-2. Preparing a memorandum

OFFICE SYMBOL

SUBJECT: Continuing a Memorandum

1

2

3

5. Type the *OFFICE SYMBOL* on the left margin one inch from the top edge of the paper.

6. Type the *SUBJECT* of the memorandum at the left margin on the next line below the office symbol.

7. Begin the continuation of the *TEXT* at the left margin on the third line below the subject phrase. When continuing a memorandum on another page:

a. Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

b. Include at least two words on each page of any sentence divided between pages.

c. Avoid hyphenation whenever possible.

d. Do not hyphenate a word between pages.

e. Do not type the *AUTHORITY LINE* and the *SIGNATURE BLOCK* on the continuation page without at least two lines of the last paragraph. If, however, a paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

8. Center the page number approximately one inch from the bottom of the page.

1

2

AUTHORITY LINE:

1

2

3

4

5

4 Encls

1. Personnel Listing,
24 May 99

2. DA Form 4187

3. Orders 114-6

4. Locator

SAM J. SMITH

Major, GS

Chief, Personnel Services

Figure 2-3. Continuing a memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 OFFICE SYMBOL 1
2 Date
1
2
3 MEMORANDUM FOR DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA/
MR. WILSON), 500 ARMY PENTAGON, WASH DC 20310-0500
1
2 SUBJECT: Single Addressee Army Staff Memorandum
1
2
3 1. Reference memorandum, HQ USASC, ASCG, 20 Feb 99, subject: Revision to AR 25-50,
Preparing and Managing Correspondence.

2. When an Army Staff agency writes a memorandum to another Army Staff agency, omit the
full geographic location.

3. When a MACOM or field activity writes a memorandum to an Army staff agency, use the full
geographic location (street, city, state and ZIP + 4 code).
1
2 AUTHORITY LINE:
1
2
3
4
5 A. B. SMITH
Major, GS
Executive Officer

Figure 2-4. Single addressee Army Staff memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 OFFICE SYMBOL 1
2 Date
3 MEMORANDUM FOR US Army Intelligence and Security Command (IAIM-RP-R),
8825 Beulah St, Ft Belvoir, VA 22060-5246
1
2 SUBJECT: Single-Address MACOM Memorandum
1
2
3 1. References:
a. Memorandum, HQ, USASC, ASCG, 20 Feb 95, subject: Revision to AR 25-50,
Preparing and Managing Correspondence.
b. Message, HQ TRADOC, ATCG, 201645Z Sep 99, subject as above.
2. Type address in all uppercase or upper and lowercase type. Be consistent. Do not mix the
two type styles.
1
2 FOR THE COMMANDER:
1
2
3
4
5 JOHN D. JONES
Colonel, GS
Director, Plans and Programs

Figure 2-5. Single address MACOM memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1		1	
2	OFFICE SYMBOL	2	Date
1			
2			
3	MEMORANDUM FOR		
1			
2	DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DAMI-ZA), 1000 ARMY PENTAGON, WASH DC 20310-1067 DEPUTY CHIEF OF STAFF FOR PERSONNEL (DAPE-ZA), 300 ARMY PENTAGON, WASH DC 20310-0300 DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA), 500 ARMY PENTAGON, WASH DC 20310-0547		
1			
2	SUBJECT: Multiple-Addressed Memorandums for Army Staff Using Full Titles and Addresses.		
1			
2			
3	1. When preparing multiple-addressed memorandums for Army Staff agencies (more than one and less than six), use either the "full title and address method" as shown in this figure or the "office symbols method" as shown in figure 2-7.		
	2. Type addresses in all uppercase type or upper and lowercase type. Do not mix the two type styles; be consistent.		
	3. When an address extends beyond one line, continue it under the third letter of the first line of the address.		
	4. When memorandums are prepared by a Army Staff agency for other Army Staff agencies, the full geographic location may be omitted.		
	5. On multiple-addressed memorandums, prepare one original and make copies for the additional addressees after signature. Place a check mark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing.		
1			
2	AUTHORITY LINE:		
1			
2			
3			
4			
5	Encl	JOHN A. JONES Colonel, GS Chief, Programs Division	

Figure 2-6. Army Staff multiple-addressed memorandums using full titles and addresses



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1		1	
2	OFFICE SYMBOL	2	Date
1			
2			
3	MEMORANDUM FOR		
1			
2	HQDA (DAMI), 1000 ARMY PENTAGON, WASH DC 20310-1001		
	HQDA (DALO), 500 ARMY PENTAGON, WASH DC 20310-0500		
	HQDA (DAMO), 400 ARMY PENTAGON, WASH DC 20310-0400		
	HQDA (SAAG), 3101 PARK CENTER DRIVE, ALEX VA 22302-1596		
1			
2	SUBJECT: Multiple-Addressed Memorandums for Army Staff Using Office Symbols		
1			
2			
3	1. Two ways of addressing can be used when preparing multiple-addressed memorandums for Army Staff agencies.		
	a. The full title and address (see figure 2-6).		
	b. Office symbols.		
	2. This is an example of the office symbol method. The Army Staff may use this method when addressing multiple-addressed memorandums to other Army Staff agencies. The field may use this method also when addressing multiple-addressed memorandums to the Army Staff.		
	3. Use the complete geographical location (to include complete standardized street address, city, state and ZIP+4 code) when using this method of addressing. Type the office symbol addresses in uppercase.		
	4. Do not mix the two authorized types of addressing.		
	5. Please note that a comma is not used between WASH and DC or ALEX and VA because these are abbreviations. When the word "WASHINGTON" or "ALEXANDRIA" is spelled out, use a comma between the city and state.		
1			
2	AUTHORITY LINE:		
1			
2			
3			
4			
5	Encl		
		PAUL C. JONES	
		Colonel, GS	
		Chief of Staff	

Figure 2-7. Army Staff multiple-addressed memorandums using office symbols



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1
2 OFFICE SYMBOL 2 Date
1
2
3 MEMORANDUM FOR
1
2 INFORMATION OFFICE (AFCI-A), US ARMY FORCES COMMAND, 1777 HARDEE AVE,
SW, FT MCPHERSON, GA 30330-1062
INFORMATION OFFICE (MCCG), US ARMY MEDICAL COMMAND, 2050 WORTH RD,
STE 3, FT SAM HOUSTON, TX 78234-6000
INFORMATION OFFICE (ATCG), US ARMY TRAINING AND DOCTRINE COMMAND,
183 MCNAIR DR, FT MONROE, VA 23651-5000
INFORMATION OFFICE (APIM), US ARMY PACIFIC, FT SHAFTER, HI 96858-5100
1
2 SUBJECT: MACOM Multiple-Addressed Memorandums
1
2
3 1. When preparing MACOM multiple-addressed memorandums (more than one addressee and
less than six) prepare as shown in this figure.

2. Type addresses in all uppercase type or upper and lowercase type. Do not mix the two type
cases (one address typed in uppercase only and another in upper and lowercase). Be consistent.

3. Use complete geographical addresses (street, city, state and ZIP + 4 code).

4. Omit the geographical address when preparing internal MACOM headquarters memorandums
(DCSOPS, DCSLOG, DCSPER, G1, G3, etc).
1
2 AUTHORITY LINE:
1
2
3
4
5 Encl HARRY S. SMITH
Colonel, GS
Deputy Chief of Staff for Operations

Figure 2-8. MACOM multiple-addressed memorandums



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1		1	
2	OFFICE SYMBOL	2	Date
1			
2			
3	MEMORANDUM FOR SEE DISTRIBUTION		
1			
2	SUBJECT: Preparing a <i>SEE DISTRIBUTION</i> Addressed Memorandum		
1			
2			
3	1. Use the <i>SEE DISTRIBUTION</i> format when more than five addressees are required.		
	2. Type the words <i>SEE DISTRIBUTION</i> one space after the words <i>MEMORANDUM FOR</i> .		
	3. Type the word <i>DISTRIBUTION</i> on the second line below the last line of the signature block or enclosure listing, whichever is lower, and block the addresses as shown in this figure.		
	a. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.		
	b. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.		
	(1) XXXXXXXXXXXXXXXXXXXXXXXXXXXX.		
	(2) XXXXXXXXXXXXXXXXXXXXXXXXXXXX.		
	4. Distribution listings may be continued on a second page. When absolutely necessary, a complete distribution listing can be prepared on a separate page. Do not use distribution formulas for addressees external to your command.		
1			
2	AUTHORITY LINE:		
1			
2			
3			
4			
5	2 Encls	SARAH F. SMITH	
	1. DA Memo, 12 Jul 98	CPT, SC	
	2. TRADOC Memo, 16 Aug 98	Chief, Services Branch	
1			
2	DISTRIBUTION:		
	DEPUTY CHIEF OF STAFF FOR INTELLIGENCE (DAMI-ZA)		
	DEPUTY CHIEF OF STAFF FOR PERSONNEL (DAPE-ZA)		
	DEPUTY CHIEF OF STAFF FOR LOGISTICS (DALO-ZA)		
	US ARMY FORCES COMMAND (FCCC)		
	(CONT)		

Figure 2-9. Preparing a *SEE DISTRIBUTION* memorandum

OFFICE SYMBOL

SUBJECT: Continuation of a Distribution Listing

1

2

3

DISTRIBUTION: (CONT)

US ARMY JAPAN (AJCG)

US ARMY MATERIEL COMMAND (AMCCG)

US ARMY MILITARY DISTRICT OF WASHINGTON (ANCG)

US ARMY PACIFIC (APCG)

US ARMY CRIMINAL INVESTIGATION COMMAND (CICG-ZA)

US ARMY MEDICAL COMMAND (HSCG)

US ARMY INTELLIGENCE AND SECURITY COMMAND (IACG)

US ARMY TRAINING AND DOCTRINE COMMAND (ATCG)

US ARMY CORPS OF ENGINEERS (CECG)

1

2

CF:

SUPERINTENDENT, US MILITARY ACADEMY (DOIM-DS) (w/encls)

US MILITARY ENTRANCE PROCESSING COMMAND (MCR-SS) (wo/encls)

Figure 2-10. Continuation of a distribution listing



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1		1	
<u>2</u>	OFFICE SYMBOL	<u>2</u>	Date
1			
2			
<u>3</u>	MEMORANDUM THRU XXXXXXXXXXXXXXXXXXXXXXXX		
1			
<u>2</u>	FOR XXXXXXXXXXXXXXXXXXXXXXXX		
1			
<u>2</u>	SUBJECT: A Single-Addressed <i>THRU MEMORANDUM</i>		
1			
2			
<u>3</u>	1. Use a <i>THRU MEMORANDUM</i> to keep the <i>THRU</i> addressee informed or to give the opportunity to comment or approve. Prepare a single-addressed <i>THRU MEMORANDUM</i> as shown in this figure.		
	2. If no comment is made, the <i>THRU</i> addressee will line out and initial the <i>THRU</i> address line and write "concur," "noted," or other short remarks and the date.		
	3. When more than one <i>THRU</i> addressee is needed, prepare as shown in figure 2-12.		
1			
<u>2</u>	FOR THE DEPUTY CHIEF OF STAFF FOR RESOURCE MANAGEMENT:		
1			
2			
3			
4			
<u>5</u>			

JOHN D. MILLER
Chief, Management Division

Figure 2-11. A single-addressed *THRU MEMORANDUM*



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1
2 OFFICE SYMBOL 1 Date
1
2
3 MEMORANDUM THRU
1
2 Logistics Information Management Division (DALO-PLI), DCSLOG, 500 Army Pentagon,
Washington, DC 20310-0500
Field Division (AMCIO-F), USAMC, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001
1
2 FOR Director of Information Management (ANFB-IMR), 10106 Gridley Rd, Ste 100,
Ft Belvoir, VA 22060-5840
1
2 SUBJECT: Preparing a *MEMORANDUM THRU* with Two Addressees
1
2
3 1. Use a *THRU* memorandum to keep the *THRU* addressees informed or to give them the
opportunity to comment or approve. Prepare a dual or multiple-addressed memorandum as
shown in this figure.

2. Do not address memorandums to more than two *THRU* addressees unless it is absolutely
necessary in exceptional cases.
1
2 FOR THE COMMANDER
1
2
3
4
5 HARRY O. JONES
Deputy Chief of Staff
for Resource Management

Figure 2-12. Preparing a THRU MEMORANDUM with two addressees



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 OFFICE SYMBOL 1
1
2
3 MEMORANDUM FOR Field Support Division (AMCIO-F), DCSCI, USAMC,
5001 Eisenhower Ave, Alexandria, VA 22333-0001
1
2 SUBJECT: Preparing a One-Paragraph Memorandum with Subparagraphs and Continuing the
Subject Line
1
2
3 Use single spacing when a memorandum contains only one paragraph, regardless of the length of
the paragraph. Limit paragraphs to a maximum of 10 lines. When a memorandum has only one
paragraph but contains subparagraphs, prepare as shown in this example. Do not number a one-
paragraph memorandum. Identify subparagraphs by using a, b, c, etc.
a. Indent the subparagraphs as shown in this figure.
b. A memorandum with a single paragraph should not contain more than one subdivision.
c. When more than one line is needed for the subject, begin the second line flush with the
left margin as shown above.
1
2 AUTHORITY LINE:
1
2
3
4
5 Encl JOHN W. SMITH
LTC, AG
Deputy Adjutant General
CF: ASGS (w/encl)

Figure 2-13. Preparing a one-paragraph memorandum with subparagraphs and continuing the subject line



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

1		1	
2	OFFICE SYMBOL	2	Date
1			
2			
3	MEMORANDUM FOR Information Office, US Army Forces Command, 1777 Hardee Ave, SW, Ft McPherson, GA 30330-1062		
1			
2	SUBJECT: Listing Enclosures and Copies Furnished		
1			
2			
3	1. Type the abbreviation "Encl" or "Encls," depending on the number, at the left margin on the same line as the first line of the signature block.		
	2. Number and attach enclosures in the same order in which they appear in the body of the memorandum. If possible, specify enclosures in the text of the memorandum rather than list them separately.		
	3. When there is only one enclosure, "1" does not precede the abbreviation "Encl."		
	4. Use the "copy furnished" line to keep anyone other than the addressee(s) informed of the subject matter. When used, type "CF" in uppercase on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Begin listing "CF" addressees on the next line; flush with the left margin.		
	5. When listing copies furnished, show whether or not enclosures were sent to each addressee by typing "wo/encls" to show "without enclosures" and "w/encls" to show "with enclosures."		
	6. Use the last paragraph to identify the POC, telephone number(s), e-mail address, or organization address, as appropriate.		
1			
2	AUTHORITY LINE:		
1			
2			
3			
4			
5	3 Encls	BRIAN A. JONES	
	1. Personnel Listing,	MAJ, AG	
	24 May 1999	Chief, Records Management Branch	
	2. DA Form 2A		
	3. Orders 114-6		
	CF:		
	FORSCOM (AFCI-A) (w/encls) or (w/encls 1 and 3) if not all enclosures are furnished.		
	TRADOC (ATCG) (wo/encls)		

Figure 2-14. Listing enclosures and copies furnished and POC paragraph

S: Suspense Date

OFFICE SYMBOL	1 <u>2</u>	Date
---------------	---------------	------

MEMORANDUM FOR Deputy Chief of Staff for Resource Management (ASRM-MP)

SUBJECT: Using and Preparing an Informal Memorandum

1. Paragraph 2-2 defines the use of an informal memorandum.
2. The informal memorandum is used to correspond with organizations, activities, or individuals to whom the author's office symbol is easily identifiable. Normally, informal memorandums will be used only within the author's technical or command chain.
3. The format for the informal memorandum is the same as that for the formal memorandum. Prepare the informal memorandum on plain white paper.
4. Include a point of contact in the last paragraph of the informal memorandum.
5. An authority line may be used if appropriate; it is not mandatory. See paragraph 7-2 for guidance.

AUTHORITY LINE:

Encl

RAMEY J. BRANDON
Colonel, GS
DCSOPS

CF:
Provost Marshal (w/encl)

Figure 2-15. Using and preparing an informal memorandum



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. ARMY AND THE U.S. POSTAL SERVICE

1
2 SUBJECT: Format and Use of a Memorandum of Understanding or Memorandum of
Agreement

1
2
3 1. Reference. List the references that are directly related to the agreement in this paragraph.

2. Purpose. Provide a brief statement defining the purpose of the agreement.

3. Problem. Present a clear, concise statement of the problem, to include a brief background.

4. Scope. Add a succinct statement specifying the area of the agreement.

5. Understandings, agreements and support and resource needs. List the understandings, agreements, support and resource needs, and responsibilities of and between each of the parties or agencies involved in the agreement.

6. Effective date. Enter the date the agreement will become effective.

1
2
3
4
5

FRANK A. SMITH	JOSEPH B. TAYLOR
Colonel, AG	Postmaster
Director, Information	U.S. Postal Service,
Management	Sierra Vista, AZ
_____ (Date)	_____ (Date)

Figure 2-16. Format and use of an MOU or MOA



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT
BETWEEN
THE DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,
COMMUNICATIONS, AND COMPUTERS
AND
THE DEFENSE CIVIL PREPAREDNESS AGENCY

1
2 SUBJECT: Preparing a Memorandum of Understanding or a Memorandum of Agreement

1
2
3 1. Use the letterhead stationery of the preparing agency. Change this provision to meet internal
or special requirements.

2. Center the title *MEMORANDUM OF UNDERSTANDING* or *MEMORANDUM OF AGREEMENT* on the second line below the seal. Type the word *BETWEEN*, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word *BETWEEN*. Change this requirement for centering when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line, as in this example.

3. Type the subject at the left margin on the second line below the last line of the agreeing agencies' titles. Begin the first line of the text at the left margin on the third line below the last line of the subject.

4. Follow the guidance for continuing a memorandum in figure 2-3 if a second page is needed, except that the subject line will begin one inch from the top edge of the paper since there is no office symbol.

5. Type signature blocks on the fifth line following the last line of the text. Include the name, title, and agency for civilians and name, rank, branch, and title for military personnel. Precede all signature blocks by overscoring as shown below. Include the date that each official signs, as shown below. (See paragraph 2-6b(5).)

1
2
3
4
5

PHILLIP H. BROWN
Lieutenant General
Director, Information Systems
for C41

(Date)

WILLIAM L. JONES
Director, Defense Civilian
Preparedness Agency

(Date)

Figure 2-17. Preparing an MOU or MOA

	OFFICE SYMBOL	Date
1		
2		
3	MEMORANDUM FOR RECORD	
1		
2	SUBJECT: Preparing a Memorandum for Record	
1		
2		
3		
	1. Type the Memorandum for Record (MFR) on plain white paper. Type the office symbol at the left margin one inch from the top of the paper. Stamp or type the date on the same line, ending at the right margin. (If an abbreviated form is used, type or hand write the MFR on the bottom of all record or file copies.) This procedure saves paper and filing space and ensures that all information about that subject is in one place.	
	2. Type the words <i>MEMORANDUM FOR RECORD</i> in uppercase at the left margin on the third line below the office symbol.	
	3. Type <i>SUBJECT:</i> in uppercase at the left margin on the second line below <i>MEMORANDUM FOR RECORD</i> . Type the subject of the MFR beginning two spaces after the colon.	
	4. Begin the text on the third line below the last line of the subject.	
	5. Limit the MFR to one page.	
	6. Mark the paragraphs and subparagraphs of the MFR as for a basic memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line. Anyone may prepare and sign an MFR.	
	7. Use an abbreviated form when MFRs are placed on the bottom of record or file copies. Begin typing two lines below the last line of the preceding correspondence and abbreviate <i>MEMORANDUM FOR RECORD</i> by typing the acronym MFR. Omit the office symbol and subject line. Begin typing the text two lines below MFR.	
1		
2		
3		
4		
5	Encl	LINDA K. SMITH MAJ, AG Chief, Reassignment Branch

Figure 2-18. Preparing a memorandum for record

2-2. Use

a. *Formal memorandums.* The formal memorandum is used for correspondence that is sent outside the headquarters, the command, the installation, or similarly identifiable organizational elements within the DOD; for routine correspondence to Federal Government agencies outside the DOD; for notification of personnel actions, military or civilian; and for showing appreciation or commendation to DA employees and soldiers.

b. *Informal memorandums.* The informal memorandum is used for internal correspondence within the same headquarters, same command, or similarly identifiable organizational elements. As a general rule, do not use informal memorandums when corresponding with organizations or individuals not familiar with your office symbol. Informal memorandums may be preprinted and used as form letters.

Note. Refer to DA Memo 25-52, Staff Action Process and Correspondence Policies, for correspondence originating within the Army Staff or Secretariat Agencies.

2-3. General rules

a. *Paper.* The standard size is 8½ by 11 inches.

b. *Original pages.*

(1) For formal memorandums use white letterhead stationery for the first page and plain white paper for continuing pages.

(2) The informal memorandum is typed or printed on plain white paper; do not use letterhead.

c. *Copies.* Prepare only the number of copies needed. See paragraph 1-23 for more information on record, copy furnished, and reading file copies.

d. *Dates.* Type or stamp the day, month, and year on the memorandum flush with the right margin.

e. *Margins.* The standard margin is 1 inch from the left, right, top, and bottom margins. Do not justify right margins.

f. *Spacing.* See figures 2-1 and 2-2.

g. *Abbreviations and brevity codes.* See paragraph 1-16.

h. *Acronyms.* See paragraph 1-17.

i. *Signature blocks.*

(1) Type the signature block of military officials on three lines with the name (in uppercase) on the first line, rank and branch of Service on the second line, and the title on the third line. If the title requires an extra line, a fourth line is authorized. Indent the beginning of the fourth line so that the first character will be aligned underneath the third character of the third line.

(2) Type the signature block of civilian officials on two lines with the name (in uppercase) on the first line and the title on the second line. If the title requires an extra line, a third line is authorized. Indent the beginning of the third line so that the first character will be aligned underneath the third character of the second line.

(3) Do not use academic degrees, religious orders, or fraternal orders as part of the signature block unless it would benefit the Army for the receiver to know this information, for example, use of a medical degree to show that medical information provided was based on expertise of a member of the medical profession.

(4) Do not use “(P)” (meaning that the signer is promotable) after the rank for personal benefit; use only if it would benefit the Army.

2-4. Format

When writing a memorandum, use the modified block style format. The format has three parts: heading, body, and closing.

a. *Heading.* The heading has five elements:

(1) *Office symbol.* Type the office symbol on the second line below the seal. The symbol names the writer’s office (for example, DAPE-PRR). Do not use computer identification codes or word-processing codes as part of the office symbol. Other information may follow the office symbol when needed and if not part of the subject line. Some examples are the name of an individual, social security number, rank, primary military occupational specialty, contract number, or bill of lading number. Do not crowd the office or reference symbol line. If the additional information is lengthy, write it on a second line, flush with the left margin.

(2) *Date.*

(a) Put the date on the same line as the office symbol.

(b) End the date approximately even with the right margin.

(c) Express the date in this order: day, month, year. Day—Express in numerals. Month—Spell out if the year is not abbreviated; abbreviate if the year is abbreviated (15 January 1999 or 15 Jan 99 but not 15 January 99 or 15 Jan 1999).

Year—Express either with two or four digits, depending on whether the month is abbreviated or spelled out. The only exception to this rule is if the date stamp uses the abbreviated month and the four-digit year.

(d) The date may be typed or stamped.

(3) *Suspense date.* Use a suspense date if a reply is needed by a certain date. Do not impose a suspense date when there is no compelling reason.

(a) *Placement.* Put the suspense date at the right margin on the same line as the *Reply to Attention Of* or two lines above the date of the memorandum.

(b) *Setting of suspense date.* Always consider the time factors involved, for example, transmission time to the reader, time the reader needs to gather the information, and transmission time for the return reply.

(c) *Format of the date.* See paragraph 2-4a(2)(c).

(4) *MEMORANDUM FOR line.* Type *MEMORANDUM FOR* on the third line below the office symbol. Write to the office that is expected to complete the action. Do not simply address an action to a headquarters if it is known which element of that headquarters will receive the action. If the memorandum is sent to someone's attention, place the person's name in parentheses after the office symbol (see fig 2-4). Exception: When used for *Exclusive For* correspondence, appreciation, and commendation, a memorandum will be addressed to name and title of the addressee. When a second line is needed for the address, begin it flush with the left margin, except for multiple-address memorandums, which will begin under the third character of the line above it. Type addresses in either all uppercase or upper- and lowercase type. Be consistent. Do not mix the two type styles.

(a) *Single-address memorandums.* Figures 2-4 and 2-5 give examples of memorandums with a single address. Figure 2-4 gives an example for HQDA, and figure 2-5 gives one for a major command. When using a single address, *MEMORANDUM FOR* and the address are on the same line.

(b) *Multiple-address memorandums.* See figures 2-6 and 2-7 for examples of memorandums for HQDA and figure 2-8 for an example for MACOMs. Note that "multiple-address memorandums" means more than one and less than six. If the address extends more than one line, continue the second as stated in paragraph 2-4a(4). On multiple-address memorandums, prepare one original and make copies for additional addressees after signature. Place a checkmark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing.

(c) *SEE DISTRIBUTION memorandums.* If a memorandum is sent to more than five readers, use the *SEE DISTRIBUTION* format (see fig 2-9) for the addresses. Type the words *SEE DISTRIBUTION* one space after the words *MEMORANDUM FOR*. On the second line below the last line of the signature block or enclosure listing, whichever is lower, type *DISTRIBUTION:* and block the addresses as shown in figure 2-9. The distribution list may be continued on the second page (see fig 2-10). If necessary, the complete distribution list may be typed on a separate page. Prepare one original and make copies for additional addressees after signature. Place a checkmark to the immediate left of each addressee to designate that addressee's copy. This readily identifies the recipient and eliminates the need for reading the entire addressee listing. The envelope for an addressee on a *SEE DISTRIBUTION* list must show the complete address; otherwise, the U.S. Postal Service (USPS) will not be able to deliver it.

(d) *THRU memorandums.* Use a *THRU* memorandum to let others know what is being done and to give them the opportunity to comment, especially if their comment will have an impact on the action. Use this format when an action must be approved by several recipients, in turn. See figure 2-11 for the format for a single *THRU* memorandum. Use the format in figure 2-12 when sending the *THRU* memorandum to more than one reader.

(5) *Subject line.* Type the subject line on the second line below the last line of the address. Use only one subject and write the subject in 10 words or less, if possible. If the subject needs more than 10 words, limit the number of words and use authorized abbreviations. If the subject is more than one line, begin the second line flush with the left margin (see fig 2-13). Type *SUBJECT:* in uppercase letters (see examples).

b. *Body (Text).*

(1) *Beginning.* Begin the text on the third line below the last subject line.

(a) If there are references, list these in the first paragraph. See paragraph 1-31 for instructions on how to list.

(b) Begin the memorandum with a short, clear purpose sentence.

(c) Put the recommendation, conclusion, or most important information (the main point) next. (Some writing combines the purpose and the main point.)

(d) Clearly separate each major section. Use paragraphs, headings, or sections.

(e) When appropriate, a point of contact (POC) line will be the last paragraph of the body of the correspondence.

(2) *Spacing.* Single-space the text with double-spacing between paragraphs and subparagraphs. Single-space one-paragraph memorandums. (See fig 2-13.) On occasion, one-paragraph correspondence requires subparagraphing. The spacing for subparagraphing is the same as that for major paragraphs.

(3) *Indenting.* When paragraphs are subdivided, indent them as shown in figure 2-1.

(4) *Numbering paragraphs.*

(a) Do not number a one-paragraph memorandum.

(b) If the memorandum has more than one paragraph, number the paragraphs as outlined in figure 2-1.

c. *Closing*. Major elements are the authority line, signature block, and enclosure listing. Sub-elements are the DISTRIBUTION listing (if needed) and Copies Furnished (CF).

(1) *Authority line*. See chapter 7 and appendix E. Type the authority line at the left margin in uppercase letters on the second line below the last line of the text. The authority line is used by individuals properly designated as having the authority to sign for the commander or the head of an office.

(2) *Signature block*. See chapter 7 and appendix E for examples.

(a) *Placement*. Begin the signature block in the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

(b) *Omission*. Omit the signature block if it is not known at the time of writing who will sign. The signature block may be added either by typing or by use of a rubber stamp at the time of signature.

(c) *Format*. See paragraph 2-4.

(3) *Enclosures*. Number and attach enclosures in the same order in which they appear in the memorandum. When there is only one enclosure, do not precede "Encl" with the number "1." Use only "Encl." Begin the enclosure listing at the left margin on the same line as the signature block. (See chap 4.)

(4) *DISTRIBUTION listing (if needed)*. See figures 2-9 and 2-10.

(5) *Copies Furnished*. See figures 2-10 and 2-13 through 2-15. Use the copy furnished line to inform others of the subject only if they have a need to know or an interest in the subject. Type *CF*: on the second line below the last line of the signature block, enclosure listing, or distribution listing, whichever is lower. Show whether or not enclosures are included by adding either "(w/encls)" or "(wo/encls)" at the end of each CF address. If all copies furnished addressees will be provided copies of the enclosures or all will not be provided enclosures, type either "w/encls" or "wo/encls" in parentheses after "CF" rather than type each one separately after each address (for example, CF: (w/encls)).

2-5. Multiple-Page memorandums

Try to limit the memorandum to no more than two pages. Use enclosures for additional information. If a memorandum is longer than one page, see figures 2-2 and 2-3 and follow these rules:

a. Type the office symbol at the left margin 1 inch from the top edge of the paper.

b. Type the subject of the memorandum at the left margin on the next line below the office symbol.

c. Begin the continuation of the text at the left margin on the third line below the subject phrase. When continuing a memorandum on another page—

(1) Do not divide a paragraph of three lines or less between pages. At least two lines of the divided paragraph must appear on each page.

(2) Include at least two words on each page of any sentence divided between pages.

(3) Do not hyphenate a word between pages.

(4) Do not type the authority line and the signature block on the continuation page without at least two lines of the last paragraph. If, however, the last paragraph or subparagraph has only one line, it may be placed alone on the continuation page with the authority line and signature block.

d. Center the page number approximately 1 inch from the bottom of the page.

Section II

Special Purpose Memorandums

2-6. Memorandum of Understanding or Memorandum of Agreement

a. *Uses*. Use a Memorandum of Understanding (MOU) or a Memorandum of Agreement (MOA) to document mutually agreed to statements of—

(1) Facts.

(2) Intentions.

(3) Procedures.

(4) Parameters.

(5) Policies of future actions.

(6) Matters of coordination.

Note. Do not substitute an MOA for formal support agreements within one Service or between Services. However, an MOA may be used to document an agreement before writing a more formal one.

b. *Format*. When an MOU or MOA is required, use the format shown in figures 2-16 and 2-17.

(1) *Heading*. Prepare the MOU or MOA on the letterhead stationery of the preparing or requesting agency. This provision may be altered to meet internal or special requirements of the parties involved in the agreement. Center the title *MEMORANDUM OF UNDERSTANDING* or *MEMORANDUM OF AGREEMENT* on the second line below the seal. Type the word *BETWEEN*, also centered, on the line immediately following the title. Center the names of the agreeing agencies on the line immediately following the word *BETWEEN*. The requirement for centering may be

altered when there are more than two agreeing agencies or where the agency titles are too lengthy to be typed on one line.

(2) *Subject*. Type the word *SUBJECT*: at the left margin on the second line below the last line of the agreeing agencies' titles.

(3) *Text*. Begin the first line of the text at the left margin on the third line below the last line of the subject. The basic text will contain, but is not limited to, the following six categories

(a) *Reference*. List the references that are directly related to the agreement.

(b) *Purpose*. The paragraph defines or states, in as few words as possible, the purpose of the agreement.

(c) *Problem*. Present a clear, concise statement of the problem, to include a brief background.

(d) *Scope*. Add a short and to the point statement specifying the area of the agreement.

(e) *Understandings, agreements, support, and resources*. List the understandings, agreements, support, and resource needs and responsibilities of and between each of the parties or agencies involved in the agreement.

(f) *Effective date*. Enter the date the agreement will become effective.

(4) *Paragraph numbering*. Paragraph numbering and indentations are the same as for the general use memorandums.

(5) *Signature blocks*. Signature blocks on MOUs and MOAs are unique in that signature blocks of both the agreeing parties appear on the same line. Type signature blocks on the fifth line following the last line of the text. Precede all signature blocks by overscoring as shown on figures 2–16 and 2–17. Include the name, title, and agency for civilians and name, rank, branch, and title for military personnel. Include the date that each official signs. Place the signature of the senior official on the right. When in doubt as to the seniority, use the signature of the official whose organization is the same as the letterhead.

2–7. Memorandum for record

a. *Use*. Use the *memorandum for record* (MFR) to give a summary of preceding correspondence and to show the authority or basis for the action taken. See figure 2–18. The MFR is also used to document informal meetings or telephone conversations in which official business was conducted.

b. *Contents*.

(1) *Summary*. The summary contains the source, office symbol, date, subject, addressee, and action requested or indicated.

(2) *Basis for action*. Show all background information having a direct bearing on the matter. Include the authority and basis for action. This lets reviewing and signing officials know the basis for the action.

(3) *Coordination*. Show the name of the office or agency; the name, title, and telephone number of the person contacted; date of coordination; and indication of concurrence, nonconcurrence, or other action.

c. *Format*. Prepare an MFR on white paper. An abbreviated form of the MFR may be typed or written on the bottom of the record or file copies. This saves paper and filing space and ensures that all information about the subject is in one place.

(1) Type the office symbol at the left margin and 1 inch from the top of the paper. Stamp or type the date on the same line ending approximately at the right margin.

(2) Type the words *MEMORANDUM FOR RECORD* at the left margin on the third line below the reference symbol.

(3) Type *SUBJECT*: at the left margin on the second line below *MEMORANDUM FOR RECORD*.

(4) Begin the text on the third line below the last line of the subject.

(5) Try to limit the MFR to one page. If a second page is needed, prepare it in the same way as the continuation page of a memorandum.

(6) Mark the paragraphs and subparagraphs of the MFR as for a memorandum. Prepare and position all remaining applicable elements (signature block and enclosure listing) as for a memorandum. Do not use an authority line on an MFR.

(7) Anyone who has an official use for this format may prepare and sign it.

Chapter 3 Preparing Letters

3–1. General

This chapter provides instructions for preparing letters. Specific formats and instructions come from the Office of the Secretary of the Army (OSA).

3–2. Use

Letters will be used for correspondence addressed to the President or the Vice President of the United States, members

of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State governors, mayors, foreign government officials, and the public. Letters may also be used for correspondence to individuals outside the department or agency when a personal tone is appropriate, for official personal correspondence by military and civilian personnel, and for letters of welcome, appreciation, commendation, and condolence.

3-3. Response phrases

Do not use phrases like *The Secretary has requested that I reply*; *The Secretary desires that I reply*; or *On (or In) behalf of the (name)* unless the Secretary of the Army has specifically directed such a phrase.

3-4. Abbreviations

See paragraph 1-16.

3-5. Appropriate replies and responses

Use a letter to reply to other letters unless the originator requests otherwise. Forward a letter (for example, a letter of appreciation) through proper channels by attaching the letter to a brief memorandum.

3-6. General rules

- a. *Paper.* The standard paper size for a letter is 8½ by 11 inches.
- b. *Original pages.* Use white letterhead stationery for the first page and use plain bond paper for all continuing pages.
- c. *Copies.* Prepare only the number of copies needed. See paragraph 1-23 for more information on record, copy furnished, and reading file copies.
- d. *Margins.* Adjust the margins on the page, centering the body of the letter as if it were going to be placed in a picture frame. Generally, allow left and right margins of 1 inch. Do not justify right margins. When preparing two or more pages, leave at least a 1-inch margin at the bottom of the page.
- e. *Addressing.* See appendix D for proper addressing of letters.
- f. *Point of contact.* Use the last paragraph of a letter to provide point of contact. See paragraph 1-25.

3-7. Format

The letter consists of three major parts: the heading, the body (text), and the closing. Each part and its sub-elements are discussed in detail in the following paragraphs and in figures 3-1 through 3-4.

a. *Heading.* The heading consists of five elements: the date, the *Reply to Attention Of* line, the subject line when used, the address, and the salutation. (See fig 3-1.)

(1) *Date.* The date will be centered two lines below the last line of the letterhead. The date will be expressed in civilian style (for example, January 4, 2000).

(2) *Reply to Attention Of.*

(a) Office symbols rarely have any meaning and appear awkward to civilian recipients of a letter. Do not use them. It is better to use an understandable phrase or title, such as *Comptroller, Directorate of Training*, or *Director, Futures and Concepts* (see fig 3-3), if it does not appear awkward (see para 3-7a(2)(c) for exception). If a more specific return address is required, it may be included in the text of the letter.

(b) Begin office titles on the second line below the seal, starting at the left margin. If the letterhead address contains more than three lines, thereby bringing it near the bottom of the seal, type the date as usual two lines below the last line of the letterhead address.

(c) Do not use office titles on the originals of correspondence prepared for signature by the Secretary of the Army.

(d) There is no set number of lines between the *Reply to Attention Of* line and the first line of the address. Try to frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

(3) *Addresses.*

(a) Do not use abbreviations in the address. The only exceptions to this rule are the abbreviations DC, US, PO Box, Mr., Mrs., Ms., Dr., Jr., Sr., 2nd., II, III, Ret., and the points of the compass (NE, NW, SE, and SW) and authorized State abbreviations.

(b) There is no set number of lines between the *Reply to Attention Of* line and the address. Evenly space the letter on the page.

(4) *Salutation.* Type the salutation on the second line below the last line of the address. (See app D.)

b. *Body (text).*

(1) Type the first line of the body of the letter on the second line below the salutation.

(2) Indent as shown in figure 3-1.

(3) Leave at least a 1-inch margin at the bottom of multiple page letters.

(4) If more than one page is needed (see fig 3-2), type a minimum of two lines on the continued page. Center the page number 1 inch from the top edge of the paper, typing a dash on each side of the page number.

(5) Start the first line of the text on the fifth line below the number of the page, keeping the margins the same as those of the preceding page(s).

(6) Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When using only one subparagraph, indent as shown in figure 3-4. When more than one subparagraph is needed, use letters of the alphabet (a, b, c, d) to indicate subparagraphs. Further subparagraphs should never be used. Use single spacing even when a letter contains only one paragraph. For effective paragraphs do not use more than 10 lines.

c. Point of contact. The point of contact may include the person's name, DSN number, commercial telephone number, facsimile number, and e-mail address. (See fig 3-3.) This information is placed usually in the last paragraph of the letter.

d. Closing. The closing has three sub-elements: complimentary close, signature block, and enclosure or copy furnished (see fig 3-2).

(1) *Complimentary close.* Start the closing on the second line below the last line of the letter. Begin at the center of the page.

(2) *Signature block.*

(a) Type the signature block on the fifth line below the closing, beginning at the center of the page.

(b) Type the signature block in upper- and lowercase. Do not use abbreviations in the signature block except US Army, Jr., Sr., II, and III. Use the title "Jr." and the individual's full title to improve clarity. Do not use a title whenever the Secretary of the Army signs on personal letterhead.

(3) *Enclosure.* Type *Enclosure* at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. If there is more than one enclosure, show the plural form (for example, Enclosures). Be sure enclosures are fully identified in the text. Do not use the words "as stated."

(4) *Copy Furnished.* Never use *Copy Furnished* on letters. If a copy must be furnished to anyone other than the addressee, place a statement in the body of the letter, preferably in the last paragraph, indicating that copy (copies) is (are) being furnished and to whom; for example, "I am forwarding a copy (or copies) of this letter to (name and address)."



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

1
2

July 1, 2000

1
2 Manpower Programming Division

Mr. John A. Doe
123 Main Street
Nashville, Tennessee 73695-0000

1
2 Dear Mr. Doe:

1
2 Adjust margins so that the letter is framed on the page.

Type dates in civilian style and center two lines below the last line of the letterhead.

The *REPLY TO ATTENTION OF* line is explained in paragraph 3-7. There is no set number of lines between the *REPLY TO ATTENTION OF* line (when preprinted on the letterhead) and the first line of the address.

Frame the letter on the page. Five lines is the general rule when the letter is two or more pages.

Do not use abbreviations in the address or signature blocks. See paragraph 3-7.

Single-space the body of a letter with double spacing between paragraphs.

Type the salutation on the second line below the last line of the address. Type the first line of the text of the letter on the second line below the salutation.

Indent paragraphs as shown in this figure, figure 3-3, and figure 3-4. Do not number paragraphs. Subparagraphs may be numbered if there are more than one.

a. Use letters of the alphabet (a, b, c, d) to indicate subparagraphs.

b. Indent subparagraphs as shown in this figure.

If only one subparagraph is used, indicate that subparagraph by a hyphen as shown below.

- This is an example of how to type a subparagraph when there is only one.

When more than one page is needed, there should be a minimum of two lines of text on the second page.

Leave at least a one-inch margin at the bottom of multiple-page letters.

Figure 3-1. Letter format

1
2
3
4
5

When more than one page is required, center the page number one inch from the top edge of the paper. Use a hyphen on each side of the page number.

Start the first line of the text on the fifth line below the page number, keeping the margins the same as the preceding page(s).

Start the closing on the second line below the last line of the letter. Begin at the center of the page.

Signature blocks will be in upper and lower case. Do not use abbreviations except those authorized in paragraph 3-7d(2). Military personnel will use "US Army" following their rank. Branch designations and "General Staff" have no meaning to the general public.

Do not use a title whenever the Secretary of the Army signs on personal letterhead.

Type the word "Enclosure" at the left margin on the second line below the signature block. Do not show the number of enclosures or list them. Fully identify enclosures in the text. When there is more than one enclosure, use the plural form "Enclosures."

1
2

1
2
3
4
5

Sincerely,

Nathan I. Hale, Jr.
Major General, US Army
Commanding

1
2

Enclosure

Figure 3-2. Continuation of a letter



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

1

2

July 24, 1999

1

2

Director, Futures and Concepts

Honorable Janet R. Wise
Mayor of Woodbridge
Woodbridge, Virginia 22191-0000

1

2

Dear Mayor Wise:

In a letter to a civilian, office symbols rarely have any meaning and appear awkward. They should only be used on the original letter when absolutely needed. Even here it is better to use an understandable phrase or title, such as "Director of Training," "Comptroller," or "Director, Futures and Concepts," if it can be done without appearing awkward. If there is a need to provide a specific return address, put it in the last paragraph. For easy reference or filing, use office symbols on file copies.

Type office titles on the second line below the seal starting at the left margin. When the letterhead contains four or more lines, type the office title on the second line below the date, flush with the left margin.

Do not use office titles on the original correspondence prepared for the Secretary of the Army's signature.

If it is necessary to furnish a copy or copies to anyone other than the addressee, a statement will be placed in the body of the letter near the end of the letter indicating who has been provided a copy.

The point of contact for this action is Mr. Green, (520) 538-3188, FAX (520) 583-3325.

1

2

1

2

3

4

5

Sincerely,

John L. Ribbons, Jr.
Director, Futures and Concepts

Figure 3-3. Use of office symbols and titles



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

REPLY TO
ATTENTION OF

1

2

July 1, 2001

1

2

Automation and Military Support Operations

Lieutenant General John R. Brown
Commander
(full address)

1

2

Dear General Brown:

1

2

Single-space the body of a letter with double spacing between paragraphs.

Use single spacing when a letter contains only one paragraph. Effective paragraphs should not contain more than 10 lines.

Do not number or letter paragraphs of a letter. Avoid subparagraphs when possible. When subparagraphs are used, follow guidelines in figure 3-1.

1

2

1

2

3

4

5

Sincerely,

William H. Casey, Jr.
Colonel, US Army
Chief, Support Operations

Figure 3-4. Spacing of the letter

Chapter 4

Enclosures, Tabs, and Assembling Correspondence

4–1. General

This chapter states DA policy for listing enclosures, placing tabs on correspondence packages, and assembling correspondence. The general rule for using enclosures in correspondence is to be consistent. Do not list the number of enclosures on letters. (See chap 3 for additional guidance.)

4–2. Enclosures

a. Use. Enclosures are documents that come with the basic communication; they are required to complete the action or to keep the body as brief and concise as possible.

b. Placement of enclosure listing. For memorandums, begin listing enclosures at the left margin on the same line the signature block begins. For letters, type enclosure(s) two lines below the signature block flush with the left margin.

c. Methods of listing.

(1) Capitalize the first letter in the first word of a listed enclosure:

2 Encls

1. Memo, OSA, 16 Apr 97
2. Ltr, USASC, 20 Apr 97

(2) Account for enclosures not identified in the body of the correspondence by indicating the total number. List each enclosure by number when there are two or more, and describe each briefly.

4 Encls

1. Memo, OSA, 16 Apr 99
2. Memo, AMC, 17 Jun 99
3. Memo, TRADOC, 19 Jun 99
4. Memo, MEDCOM 21 Jul 99

(3) When there is only one enclosure, account for it without a number:

Encl

Memo, USAREUR, 17 Jun 99

(4) Use approved abbreviations in identifying enclosures. Abbreviate the word *Enclosure* (Encl) in memorandums but *not* in letters. When there is more than one enclosure, use the plural form *Encls* for the abbreviation:

4 Encls

1. SOP 1–3
2. SOP 1–5
3. SOP 2–9
4. SOP 3–1

(5) When some enclosures are identified and others are not, list as follows (assume enclosures 1 through 3 are identified and 4 and 5 are not):

5 Encl

1–3. as

4. Memo, OSA, 16 Apr 97
5. Memo, USASC, 20 Apr 97

d. Identification.

(1) Write the abbreviation of the word *enclosure* (“Encl”) and the number in pencil at the lower right corner of the first page of each enclosure before making any required copies. Pencil markings can be easily erased or changed if the enclosure is withdrawn for use with other correspondence.

(2) If there is more than one copy of the enclosure, place an additional number to the right and above the enclosure

number to indicate whether it is the first, second, or other copy (for example, Encl 1¹, Encl 1²). Identify enclosures to enclosures as “Encl 1 to Encl 1,” “Encl 2 to Encl 1,” and so forth.

(3) When an enclosure is sent separately from the correspondence, write it in the body of the correspondence and add a short note to the enclosure when forwarded. Add *fwd sep* (forwarded separately) behind the identification of the appropriate enclosure:

Encl
Station List fwd sep

4-3. Tabbing enclosures

If correspondence has many enclosures, tab each one. This helps the reader easily find enclosures. (See fig 4-1.) Unless legal procedures dictate otherwise, use paper, cloth, or clear plastic index tabs. Put the tabs on the right-hand side of blank sheets of paper (above the identified enclosure or attachment). Position the first tab ¼ to ½ inch from the top of the page. Space subsequent tabs approximately ¼ inch apart. This ensures that all tabs are visible and evenly spaced. If an enclosure has its own enclosures that need tabbing, use a different color or type of tab to identify these secondary documents. Avoid tabbing these secondary documents unless the specific information located there was mentioned in the text of the correspondence.

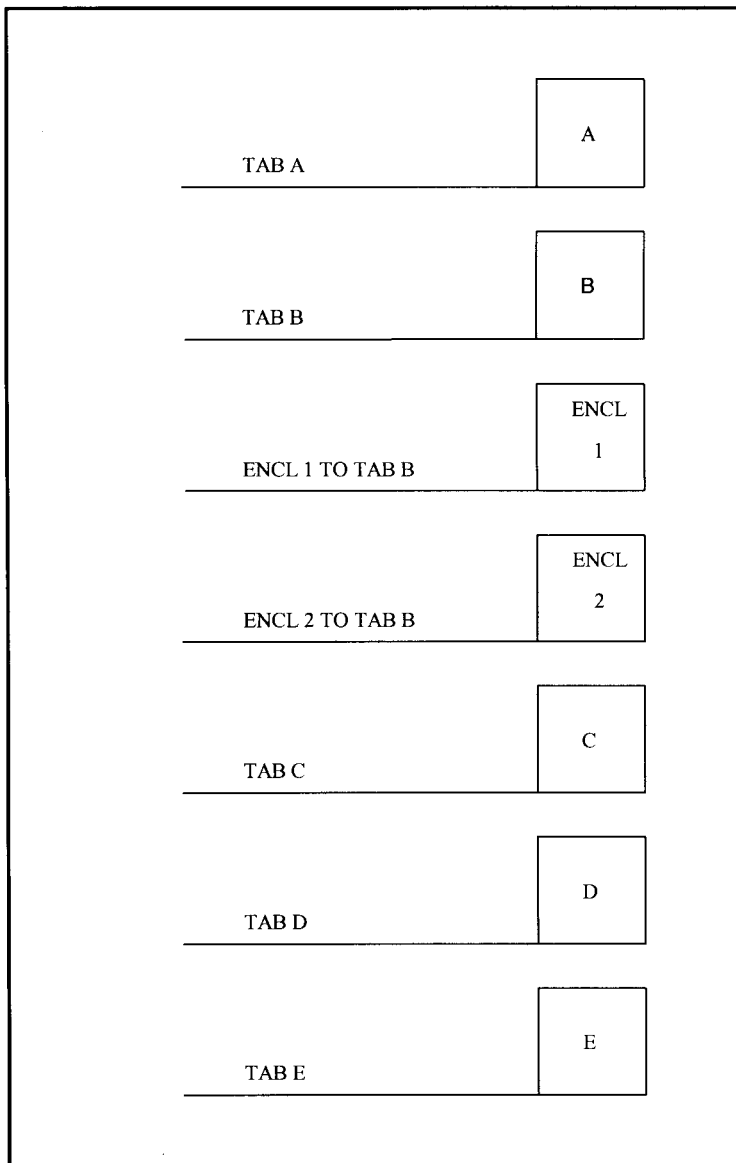
4-4. Tabbing correspondence packages

a. The following guidance is provided to assist in tabbing a correspondence package forwarded for signature or approval. Identify the tabs in the document. Tabs may be any letter or number as long as they are consecutive and are fully identified in the text.

- (1) First tab—correspondence to be signed or material to be approved.
 - (2) Second tab—document that started the action (that is, the incoming correspondence, message, or tasking documents).
 - (3) Subsequent tabs—backup information and staff coordination comments.
- b. Position tabs on separate blank sheets of paper as specified in paragraph 4-3.
- c. Local procedures will dictate any specific requirement regarding the type or color of tabs.

4-5. Assembling

- a. Assemble correspondence as shown in figure 4-2
- b. Documents that are placed on the long axis of the page (landscape mode) will be assembled in a correspondence package so that the long side is to the left; that is, the top of the page will be on the side that would be bound if the package were a book.



Position first tab 1/4
to 1/2 inch from top of page.

Space subsequent tabs approximately
1/4 inch apart.

NOTE: Tabs may be any letter or
number, as long as they run consecutively,
and are fully identified in the text.

(See paragraph 4-4).

Figure 4-1. Tabbing correspondence

PAPERS FOR SIGNATURE AND DISPATCH AND PAPERS TO BE RETAINED

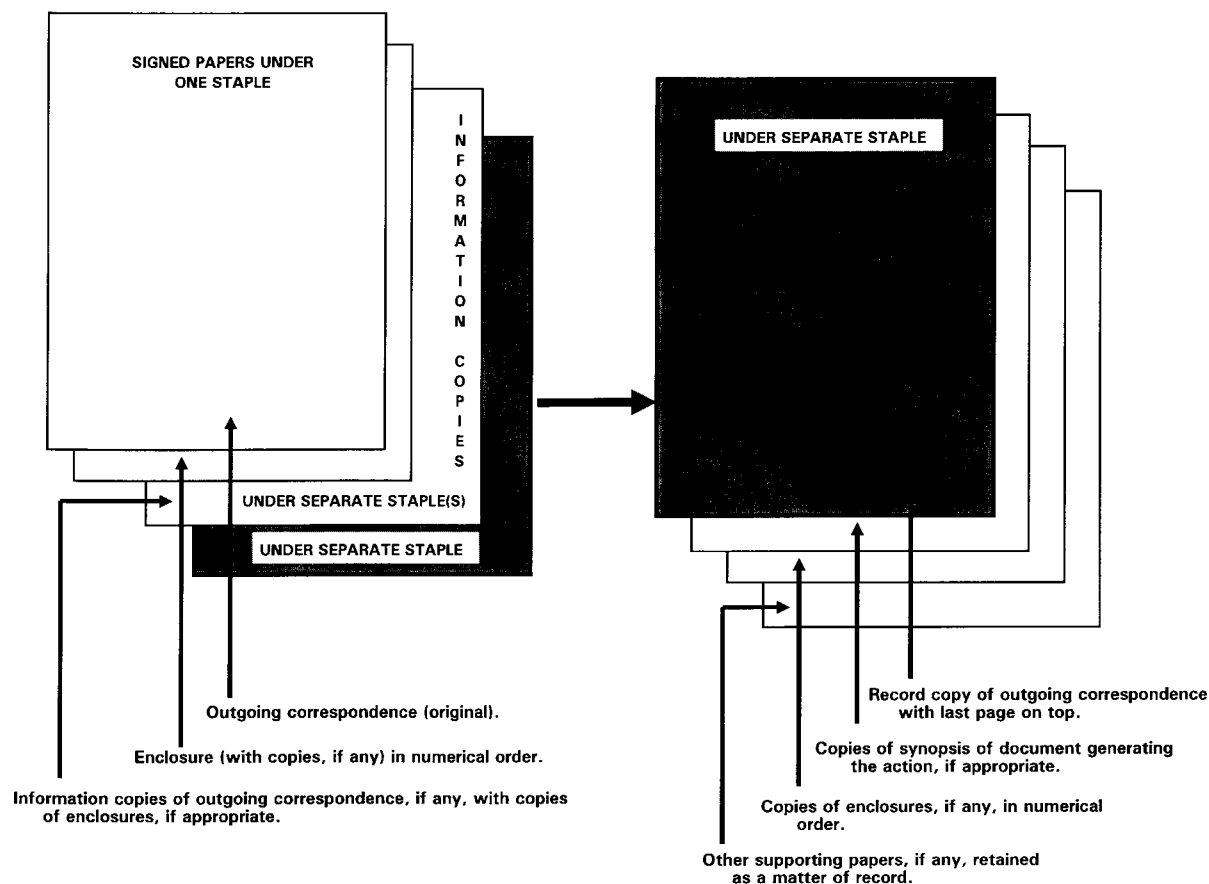


Figure 4-2. Assembling correspondence

Chapter 5 Preparing Department of the Army Official Mail

Section I General

5-1. Reducing mail cost

This chapter applies USPS guidelines for both automated and manually processed Army official mail. Using these guidelines will reduce cost and expedite distribution. All Army correspondence or official mail must follow these guidelines.

5-2. Existing supplies

Use existing stock of envelopes until the supply runs out or becomes obsolete. Do not restock with items that violate the guidelines in this chapter or in AR 25-51. Computer-generated printouts will be corrected to comply with these guidelines during the next normal reprogramming or redesigning.

Section II Envelope Size

5-3. Size

Do not use a letter-sized envelope that measures less than 3½ by 5 inches or one that measures more than 6⅛ inches high by 11½ inches long and ¼ inch thick.

5-4. Selection of envelopes

- a. Use the smallest available envelope that will fit the item. A close fit will provide the least chance for damage and is more cost effective. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise, for example, certificates, officer evaluation reports (OERs), and other items that may not be folded.
- b. Unclassified correspondence requires no envelope when sent within the same building or headquarters. The address on the face of the correspondence is sufficient.
- c. Table 5-1 provides specific guidelines for selecting the right envelope.
- d. Select envelopes for classified material according to AR 380-5.

5-5. Envelopes to avoid

- a. Avoid using envelopes larger than 9 by 12 inches unless absolutely required.
- b. Do not use nonstandard envelopes that incur excess postage.

5-6. Messenger envelopes

- a. Use U.S. Government Messenger Envelopes (OF 65-B or OF 65-C) for—
 - (1) Unclassified and FOUO correspondence between elements of an agency or headquarters located in different buildings in the same general area.
 - (2) Unclassified and FOUO correspondence through official Army channels.
- b. Write the complete address legibly. Hand print or type in the space on the envelope. Cross off the last address and reuse the envelope until it is filled out or worn out.

Table 5-1
Selecting the right envelope

Item Size	Type of mail	Envelop size
8½ x 11	Cannot exceed ¼-inch thickness when folded.	4⅛ x 9½
8½ x 11	Items that cannot be folded	8½ x 11½
Odd size	Cannot be folded, for example, booklets, pamphlets, or Certificates	A size where there is no more than ½ inch on any of the four sides.
Odd size	Bulk—A number of items to the same address.	A size to fit largest item.
Any size	Unclassified (and FOUO) mail within an agency or HQ in a different building or address through official Army channels.	OF 65-B/OF 65-C (U.S. Government Messenger Envelope)

Section III Addressing Mail

5-7. Delivery address

- a. *Correspondence.* The address should have a uniform left margin and be legible. An effort should be made to limit the number of lines to five. Uppercase/lowercase letters are acceptable on all lines of the address block. With the exception of the hyphen in the ZIP+4 Code, punctuation can be omitted in the delivery address block. Street addresses will be used for all locations having an assigned street address.
- b. *Address format.* Use the format in figure 5-1 for addressing envelopes.

Office Name Line (Attention Line)	Information Management Office
Name of Activity Line	US Army Forces Command
Delivery Line (Street Address, Suite #, or PO Box #)	1234 Belvoir Road
City State ZIP+4 Code Line	Jonestown VA xxxxx-xxxx

Figure 5-1. Format for addressing envelopes

(1) *Office name line (attention line)*. This line contains the name of the office that is to receive the item. “Commander” is used only when the mail is intended for the commander or when the name of the appropriate office is unknown. If desired, an office symbol may be placed in parentheses after the office name. When known, the action officer’s name may also be placed in parentheses at the end of this line, for example, SUPPLY OFFICE (CPT JOHN DOE) or SUPPLY OFFICE (ASQB–FF/CPT JOHN DOE).

(2) *Optional line*. An optional line can be used when the *Office Name Line* and the *Name of Activity Line* do not adequately identify the addressee. The optional line would be inserted between the *Office Name Line* and the *Name of Activity Line* (see fig 5–2).

Office Name Line (Attention Line)	Information Management Office
Optional Line	Third US Army
Name of Activity Line	US Army Forces Command
Delivery Address Line	1881 Hardee Ave SW
City, state, ZIP + 4 code	Ft McPherson, GA 30330-1064

Figure 5-2. Example of an optional line

(3) *Name of activity line*. This line consists of the name of the activity to whom the mail is addressed, for example, US Army Forces Command.

(4) *Delivery address line*. This line consists of either a street address or Post Office Box number. It may also include a suite number, apartment number, building, floor, unit, room, department, and so forth. When this secondary delivery information is part of the address but does not fit on the delivery address line, wrap up all components of the secondary information immediately above the delivery address line (see fig 5–3). The address is considered a dual address if it contains both a street address and a Post Office Box number. The USPS delivers to whichever appears in the line above the city, State, and ZIP+4 Code line. If both appear in this line, the mail will be delivered to the Post Office Box.

MS MILDRED DOE	Ms Mildred Doe
PROFESSIONAL ENGINEER	Professional Engineer
BIG BUSINESS INCORPORATED	Big Business Incorporated
12 E BUSINESS LN STE 209	STE 209
KRYTON TN 38188-0002	12 E Business Ln
	Kryton TN 38188-0002

Figure 5-3. Examples of the delivery address line

(5) *City, State, ZIP+4 Code line.* All activities should use the city, State, and ZIP+4 address specified by the USPS for their physical location.

c. Preparation. Addresses may be hand printed only when no automation or other methods of typing are available. Hand printed addresses must be legible and easy to read. Handwritten or mechanically produced script and slanted letters shall not be used in addresses. Labels may be used for addressing all sizes of mail, but they should be applied carefully, on a straight, horizontal line. Rubber stamps will not be used.

d. Abbreviations. The standard abbreviations as specified by the USPS are to be used. Individual words in activity names may also be abbreviated using USPS Pub 28 as a guide; however, acronyms should be avoided. Example: Military Postal Service Agency may be abbreviated *Mltry Pstl Svc Agcy* but not *MPSA*.

e. Window envelopes. Be sure that the complete address shows in the envelope window. Have at least a ¼-inch clearance between the window and both sides and bottom of the address.

f. Foreign mail. Use uppercase letters and the full name of the post office (city) and the country of destination. Include the postal delivery zone number (if any). The address should have a uniform left margin. Type *only* the country name on the last line of the address.

g. Letters. Use the same address on the envelope as on the letter. Make sure the address is error-free and in the correct format. See appendix D for forms of address for letters.

5–8. Address locations on larger than letter-sized (flat) mail

Enter the address on “flats” parallel to the long edge of the envelope and approximately in the center.

5–9. Return address

a. Placement. Show the return address in the upper left corner of all envelopes, labels, or other covers used for sending mail. Type the address. Addresses may be hand printed only when no automation or other method of typing is available.

b. Format. See figure 5–4 for examples of the return address.

NAME OF DOD COMPONENT (ALL CAPITALS)	DEPARTMENT OF THE ARMY
Office Name Line (Attention Line)	Supply Office
Name of DOD Activity	30th Engineer Bn
Delivery Address Line (Street, suite #, or PO box #)	1234 Belvoir Blvd
City, state, ZIP Code Line	Jonestown, VA xxxxx-xxxx
-----	-----
OFFICIAL BUSINESS	OFFICIAL BUSINESS

Figure 5-4. Example of the return address

c. Use of office symbols with return address. When including an office symbol, it should be placed in parentheses after the office name.

5–10. Envelope address

a. For letters only, the envelope address content will be the same as on the letter.

b. Forward official correspondence about a reassigned member of the Army in a new envelope. Address it “To the Commander of” the individual concerned, and show grade and full name. Do not show individual social security numbers on the outside of the envelope.

5–11. Mailing instructions

a. Special services. Use of special postal services is restricted. See AR 25–51.

b. Express mail. Express mail will be used only when it is the most cost-effective way to accomplish a mission within time, security, accountability, and constraints and to meet a mandatory effective date. Overnight express mail should only be used in cases involving loss of life, personal injury, or destruction of property and to prevent the possibility of a judicial ruling against the Army. See AR 25–51 for additional information.

c. Limitations. The only time registered, numbered, insured, or certified mail, or certificates of mailing, return receipts, or restricted delivery may be used is when required by—

- (1) Law.
- (2) Army regulation.
- (3) DOD directive.
- (4) Non-DOD governmental agencies with which DA must comply.

5-12. Folding and fastening

a. Folding. Fold letters into three parts. Fold the bottom third forward over the text of the letter, and fold the top third back. This conceals the text so it cannot be read and still permits the use of window envelopes.

b. Fastening. Fasten a communication of two or more pages, or one containing enclosures, together in the upper left corner with paper clips or a staple when the correspondence will remain within the headquarters. When the correspondence is going through the USPS, do not use paper clips, clamps, or similar metal fasteners. When using staples, keep the number to the minimum needed to fasten papers securely. Place staple in the top left corner of the page. Do not place staples in the address or text area of a communication. Placing the staples at a 45 degree angle allows the document to be read more easily and makes the pages less prone to tearing when the pages are turned.

5-13. Preparing envelopes for mailing

- a.* Limit or compress a letter-sized envelope, so it does not exceed $\frac{1}{4}$ inch in thickness.
- b.* Seal each envelope securely. A major cause of automated sorting equipment problems is unsealed flaps on otherwise acceptable mail pieces.
- c.* Do not use tape to seal an envelope in lieu of using the glue already on the envelope flap.
- d.* Do not use heavy tape to seal envelopes. This adds extra weight and requires more postage.
- e.* See AR 380-5 for preparing envelopes containing classified material.

Section IV

Addressing—Format and Content

5-14. Addressing

a. If correspondence is for the head of a major department, send it to the individual by title. Some examples are Secretary, Under Secretary, or an Assistant Secretary of the Army; the Administrative Assistant to the Secretary of the Army; the General Counsel; Chief of Legislative Liaison; Chief of Public Affairs; or Director, Office of Small and Disadvantaged Business Utilization.

b. Use the title of the activity head for correspondence to boards, military missions, commissions, and other such activities.

c. Use titles when addressing correspondence to commanders or heads of Army field commands. Route correspondence to the head of the office involved (by title), but inform intermediate headquarters when necessary.

5-15. Address format

a. Use AR 25-51 to address classified correspondence for North Atlantic Treaty Organization (NATO) commands. These instructions pertain to the address on the correspondence and the envelope.

b. When addressing military correspondence to an individual by name, show the military grade or civilian prefix, first name, middle initial (if known), and last name in that order. For military personnel, use the following Service designation abbreviations after the addressee's name: USA for US Army, USN for US Navy, USAF for US Air Force, and USMC for US Marine Corps.

5-16. Address content

a. General. Make sure addresses are complete and accurate, including the ZIP+4 Code. When using an Army Post Office (APO) or Fleet Post Office (FPO) number, do not show the geographic location of an overseas unit. Identification of classified overseas units could lead to a breach of security. Moreover, showing the geographic location of such units increases the cost of postage since senders must pay international postage rates.

b. Addressing for the Address Management System. This information will assist in proper addressing format for postcards and envelopes for the Address Management System (AMS). Proper formats will allow the USPS automated equipment, optical character readers (OCRs), and Personnel Servicing Centers (PSCs) to process Army official mail in the most accurate and efficient manner currently possible.

(1) *Mail piece size.* In order to be processed by the OCR, mail pieces (postcards and envelopes) must be rectangular and must fall within the size standards prescribed in table 5-1.

(2) *Where to place the address.* In order to ensure that the OCR reads the mailing address and not the return address (or information not pertaining to the address), an OCR "read area" has been identified. Ensure that the address lines are parallel with the bottom edge of the mail piece.

(3) *Non-address information.* Military logos and any other markings, not part of the delivery address, may be placed anywhere on the mail piece provided they are not in the bar code read area, not in the OCR read area, and not below the delivery address (street) line.

(4) *Print quality and color.* Print quality is the most important factor in addressing for OCR processing. Ensure the type is clear and sharp; try to avoid smudged characters and broken or faded strokes. Black ink on a white background is preferred; however, color combinations may be used that provide a print contrast of at least 40 percent.

(5) *Clear areas for OCR read area.* To ensure the OCR can identify the bottom line of the address, nonaddress printing or marks of any kind will not appear within the OCR read area below the last line of the address. This includes attention lines, account numbers, tic marks, underlines, boxes, computer punch holes, colored borders, and similar nonaddress information. If such information must be part of the address block, it should be placed on the line directly above the name of the recipient. Otherwise, it should be relocated to other areas of the mail piece not designated as clear areas.

(6) *Bar code read area.* After the OCR has read the address, it will print a bar code representing the ZIP+4 Code on the bottom of the mail piece for use in the further electronic processing. Therefore, the area in which the bar code will be printed (the bottom right corner of the mail piece $\frac{5}{8}$ of an inch high and $4\frac{1}{2}$ inches wide) must remain clear of all printing.

(7) *Printing bar codes.* Bar codes created by word processing, database, spreadsheet, and similar computer programs will not be used.

(8) *Address format, type style, and spacing.* The address must be typewritten or machine printed in order for the OCR to recognize letters and numbers. The post office (city), State, and ZIP+4 Code should all appear on the bottom line. If space will not permit, the ZIP+4 Code should be printed on the last line immediately below the post office and State, flush with the left edge of the address block.

(9) *Exceptions for mail to commanders or individuals at staging areas en route to overseas destinations.* Show the post office address of the agency, command, organization, or installation. Some typical examples follow:

Commander
101st Abn Div
101 Fort Rd, Ste 120
Ft Campbell KY 42223-5000

MAJ JOHN T SMITH
US ARMY SOUTH
UNIT 7101
APO AA 34004-7101

(10) *To points outside the continental United States.* Address correspondence to points outside the continental United States to the appropriate APO or FPO along with a two-character "State" abbreviation of AE, AP, or AA and the ZIP+4 Code:

APO AE 09001-5275 (AE is used for armed forces in Europe, the Middle East, Africa, and Canada.)
APO AP 06606-2783 (AP is used for armed forces in the Pacific.)
APO AA 34035-4198 (AA is used for armed forces in the Americas, excluding Canada.)

c. *ZIP+4 Code.* The ZIP+4 Code is a nine-digit number designed to reduce handling and speed mail deliveries. It improves mail service and reduces the cost. A complete address must include the proper ZIP+4 Code. Type the ZIP+4 Code two spaces after the last letter of the State.

d. *State names.* State names are abbreviated on all mailing envelopes. Use the USPS two-letter abbreviations listed in table 5-2.

Table 5–2
U.S. Postal Service two-letter State/Territory abbreviations

State/Territory	Abbreviation
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Virgin Islands	VI
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

5–17. “To the Commander of _____”

Certain official correspondence cannot be addressed directly to the individual because it requires the attention of his or her commanding officer. Address such correspondence to the commander of the individual; indicate the individual’s grade, full name, and last-known unit of assignment. This will assure the continued identity of the material as official mail. Do not combine mail for several individuals in a single envelope.

Chapter 6

Authority Lines, Signatures, and Signature Blocks

Section I

Delegation of Authority

6–1. Delegation of signature authority

a. Delegation. The heads of organizations may allow others (including noncommissioned officers and civilian employees) to sign for them. In doing so, however, they are delegating authority, not responsibility. The commander of an organization or the head of an agency or office is responsible for the activities of his or her command, agency, or office. Commanders and heads of agencies or offices cannot share or delegate this responsibility. Commanders and heads of agencies or offices—to include all echelons of command and activities—may delegate their signature authority to their subordinates (including noncommissioned officers and civilian employees). Commanders may also authorize principal staff officers to decide who signs command correspondence.

b. Methods of delegation. Principal staff officers who exercise their authority in the normal course of their assigned duties do not require written delegation of authority (for example, the Deputy Chief of Staff for Personnel (DCSPER) signing correspondence relating to personnel policy or the Director of Engineering and Housing signing correspondence relating to engineer activities policy). If necessary, the commander may withhold signature authority even for these staff officers. Delegation of signature authority in other cases needs to be in writing and accompanied by an explanation of the material for which the commander has approved signature delegations. Individuals delegated signature authority will use their own signature blocks and titles (such as tables of distribution and allowance (TDA) or table of organization and equipment (TOE) position title).

(1) Delegation may be in any written form considered appropriate by the commander or head of an agency or office. It could be a memorandum or local form designed for this purpose. Any delegation of authority is to the individual and not to the job title or description. Written delegation should address or contain the following:

(a) A statement that the commander or head of the agency or office retains the authority to cancel or withdraw delegated authority at any time.

(b) A statement that upon change of command or change of the agency head or office, all delegations are subject to review by the new commander who may choose to cancel or change some delegations.

(2) Delegated authority is automatically canceled upon the retirement, change of duties, or change of position of the individual who has delegated authority.

(3) Some circumstances may require an oral delegation. When this is the case, follow up in writing as soon as possible.

6–2. Delegation of authority line

a. General. When a person other than the commander signs military correspondence, an authority line is necessary to indicate that the correspondence expresses the will of the commander. Use an authority line when correspondence containing policy matters, command decisions, official recommendations, and tasking actions is signed for the commander or head of an agency by an authorized individual (an authorized individual is one who has proper authority to sign for the commander or agency head).

b. Exceptions. Omit the authority line on letters and on correspondence prepared for the personal signature of the head of a command, agency, or office. Also, omit it when there is a mandatory phrase in the text, such as—

(1) “The Secretary of the Army directs...”

(2) “The Commander desires...”

(3) “The Commanding Officer...” or “the Commander... has asked that I inform you...”

c. Placement. When used, place the authority line as shown in the figures of chapter 2 and type it in uppercase letters.

d. Omissions. When unsure about which authority line to use, omit it and later type or stamp it in when the correspondence is signed.

e. Delegated by Secretary of the Army. Only the Secretary of the Army can approve the signature delegation of “BY ORDER OF THE SECRETARY OF THE ARMY.”

f. Delegated to the subordinate. When a subordinate has signature authority, the subordinate will use an authority line to show for whom he or she is signing. For examples see appendix E (figs E–1 through E–14).

(1) FOR THE...: If an agency or staff head delegates signatures in his or her area of responsibility, that is the authority line to use. For example see figure E–4.

(2) FOR THE COMMANDER: Documents signed by the commander’s staff normally use this authority line when the document pertains to command policy. For examples see figures E–2 and E–6.

(3) FOR THE COMMANDER IN CHIEF: Use on correspondence signed by an authorized representative of a commander who bears the title “Commander in Chief.”

g. Delegated with qualification. There are sometimes qualifications on delegated signature authority. A specific

example follows:

BY ORDER OF THE SECRETARY OF THE ARMY: Used by the US Total Army Personnel Command on military personnel matters only.

h. Deputy Chief of Staff. When signing for the DEPUTY CHIEF OF STAFF, make sure authority has been granted. See AR 10–5, Organizations and Functions, Headquarters, Department of the Army.

Section II

Signatures and Signature Blocks

6–3. Signatures

a. Use the regulation or directive governing the action involved to decide on the appropriate signature. If signature is not prescribed, write the signature as desired, which normally includes the full name. The individual may use an initial or initials in place of first and middle names. The typed name will match the signature. Once individuals decide on their official signature, they should use the same signatures for official actions throughout their employment or services with DA.

b. A signature is the name of the individual written by hand. (See para 6–10 for the use of facsimile signatures.)

c. If the person whose name is typed does not sign personally, the individual authorized to sign will sign his or her own name and add the word *for* in front of the typed name in the signature block. If an individual in the military signs for another, the signer should show his or her rank following the signature. If a civilian signs for an individual in the military, include his or her title (for example, Mr., Mrs., or Ms.).

d. On THRU correspondence, when no comment is made, the signer will line through the appropriate address and initial and date the line out.

6–4. Signature block

a. General. The signature block will include—

(1) The name of the person who signs the military correspondence. Type, stamp, or print it in capital letters identical to the individual's signature, except as shown in (3) and (4) below.

(2) Rank, branch, and title of military official or title of civilian official except as shown in (3) below.

(3) "Commanding" for commanders to denote the active exercise of authority.

(4) Do not use abbreviations or titles designating religious and fraternal orders or academic and honorary degrees in signature blocks on official correspondence unless their use will either benefit or improve the image of the Army. See paragraphs 2–3i(3) and 2–3i(4).

(5) "Commander's Signature" is required by Federal statute on certain forms. All other forms will have "Authorized Signature," "Signature of Approving Authority," "Signature of Reviewing Authority," or other phrases as appropriate. The requiring document will state who is specifically authorized to sign as Authorized Signature and how to obtain authentication.

(6) Civilians will use only a two-line signature block consisting of name and title, unless a third line is necessary for a long title. Civilians should not use "DAC" (Department of the Army Civilian) on a signature block unless the civilian is attached to or serving with a multiple-Service organization.

b. Placement. Begin the signature block at the center of the page on the fifth line below the authority line. If there is no authority line, begin it on the fifth line below the last line of the text.

c. Omission. If the identity of the signer is not known, omit the signature block. It may be added by typing, or by rubber stamp, on military correspondence at the time of signature.

d. Format. Type the signature block of military officials on three lines: name, rank and branch of Service, and title, in that order. If the title requires more than one line, continue it on the fourth line, aligning the first character underneath the third character of the third line. Type the signature block of civilian officials on two lines: name and title, in that order. If the title requires more than one line, continue it on the third line, aligning the first character underneath the third character of the second line. To preserve block style format on all signature blocks, use short title abbreviations (as outlined in AR 310–50) and any mixture of full or abbreviated rank and branch.

e. Examples of signature blocks. See appendix E.

f. Rank and branch abbreviation. See tables 6–1 and 6–2 and AR 310–50. Follow this guidance when abbreviating ranks or titles:

(1) Do not use rank abbreviations on letters.

(2) Use the full general officer rank on all formal or official correspondence (for example, Major General, Lieutenant General, and so forth). Use the abbreviation (for example, MG, LTG, BG) on informal correspondence.

Table 6–1
Rank abbreviation

Abbreviations	Rank
GEN	General
LTG	Lieutenant General
MG	Major General
BG	Brigadier General
COL	Colonel
LTC	Lieutenant Colonel
MAJ	Major
CPT	Captain
1LT	First Lieutenant
2LT	Second Lieutenant
CW5	Chief Warrant Officer
CW4	Chief Warrant Officer
CW3	Chief Warrant Officer
CW2	Chief Warrant Officer
WO1	Warrant Officer 1
CSM	Command Sergeant Major
SGM	Sergeant Major
1SG	First Sergeant
MSG	Master Sergeant
SFC	Sergeant First Class
PSG	Platoon Sergeant
SSG	Staff Sergeant
SGT	Sergeant
CPL	Corporal
SPC	Specialist
PFC	Private First Class
PV2	Private
PV1	Private

Table 6–2
Branch title abbreviations

Abbreviations	General
AD	Air Defense Artillery
AG	Adjutant General's Corps
AMSC	Army Medical Specialist Corps
AN	Army Nurse Corps
AR	Armor
AV	Aviation
CE	Communications Electronics
CH	Chaplains
CM	Chemical Corps
DC	Dental Corps
EN	Corps of Engineers
FA	Field Artillery
FC	Finance Corps
GS	Army General Staff: General Staff w/troops (duty detail only)
IG	Inspector General (duty detail only)
IN	Infantry
JA	Judge Advocate General's Corps
MC	Medical Corps
MI	Military Intelligence
MP	Military Police Corps
MS	Medical Service Corps
NG	National Guard Bureau (duty detail)
OD	Ordinance Corps
QM	Quartermaster Corps
SC	Signal Corps
TC	Transportation Corps
VC	Veterinary Corps

6-5. Personnel on active duty

- a. *Name.* Sign the name plainly and legibly. It must be identical with the typewritten, stamped, or printed name.
- b. *Social security number.* Use social security numbers in accordance with the guidelines of the Privacy Act of 1974 or as otherwise directed by this regulation.
- c. *Rank.* The rank will be that in which served (for example, Colonel, Lieutenant Colonel, and Major). For chaplains, put the rank in parentheses and precede it with the word "Chaplain." For example:

J. JONES
Chaplain (CPT) USA

(1) In preparing general officer signature blocks, it is preferable to spell out the rank. When using abbreviations in any signature block for other than general officers, use only the abbreviations (for example, LTC, MAJ, and so forth). On military correspondence, rank abbreviations are optional. Abbreviations may also be used in the text of all military correspondence when referring to an individual by rank.

(2) Do not use the "(P)" (meaning that the signer is promotable) as part of a signature block on Army correspondence unless it benefits or enhances the image of the Army. However, it may be used in an address for such things as congratulatory notes.

(3) General officers will use the designation "USA" except as indicated in (4) and (5) below. Write "US Army" (not "USA") on letters.

(4) General officers detailed to duty in general staff positions will use the designation "GS." Do not use the designation "GS" on letters; use "US Army."

(5) General officers serving in a branch of the Army Medical Service will use the abbreviations of the branch in which they are serving (for example, MC, DC) except as indicated in (4) above.

(6) Warrant officers will use the designation "USA" except where a branch title is authorized. Reserve warrant officers on active duty will use the designation "USA." Army National Guard warrant officers will use the designation "ARNGUS."

(7) For chaplains, the designation "USA" will follow the rank, for example, Chaplain (MAJ) USA.

(8) Officers assigned or detailed as general staff officers and officers in the rank of colonel or below detailed as inspectors general will use the designation "GS" or "IG" as appropriate.

(9) Officers assigned or detailed to the headquarters of a joint command or agency will use only the Service designation "USA." Otherwise, use "US Army" in place of branch designation.

(10) Branch designation should be used on letters only when necessary for credibility. For example, use Medical Corps or Chaplain on matters that would require the attention of the medical profession or the clergy.

(11) Army National Guard personnel not on active duty will use the two-letter State or territory abbreviation of their unit followed by "ARNG," for example, KSARNG (Kansas Army National Guard personnel).

d. *Organization.* In some cases the organization may be shown in the signature block. This will often be the case when the signer's organization is not included in the letterhead or elsewhere in the correspondence. Show the organization as the final element of the signature block.

e. *Title.*

(1) When an individual is serving in an acting capacity, use a title that reflects the acting status, for example, Acting Commander, Acting The Adjutant General, Acting Transportation Officer, and Acting Post Engineer.

(2) When an individual occupies more than one position, use the title that is most appropriate to the message that he or she is signing, for example, E.D. White, Colonel, AG, Director, Staff Support; E.D. White, Colonel, AG, Secretary, Retirement Board.

(3) When the signer writes about himself or herself, do not use a title.

6-6. Retired military personnel

Retired military should follow the same rules as active personnel, except that no organization or branch of the Army will be shown. Show retired status after the rank as follows:

a. All Regular Army personnel retired for Service, age, or physical disability, including Regular Army personnel on the Temporary Disability Retired List will use "USA Retired," for example, A.B. Smith, COL (USA Retired).

b. All personnel on the Army of the United States Retired List, including nonregular Army personnel on the Temporary Disability List, will use "AUS Retired," for example, A.B. Smith, COL (AUS Retired).

c. All personnel on the Officers Honorary Retired List will use "AUS Retired (Hon)."

d. All Army reservists assigned to USAR Control Group (Retired), except those referred to in b above, will use "USAR Retired."

e. Army retirees serving as DA civilians will not use or refer to their military grade or rank except when referring to their personal retirement actions.

6-7. Army Reserve personnel not on active duty

Army reservists not on active duty are governed by the same rules as personnel on active duty. Exception: Add the identification "USAR" following the grade of enlisted personnel or the branch assignment of commissioned officers. General officers, chaplains, and warrant officers will also use "USAR."

6-8. Civilian personnel and contract surgeons

- a. The official signature block for civilians will consist of the name and title.
- b. Contract surgeons will use the designation "USA."
- c. Abbreviations such as Ph.D., B.S., M.F.A., and so forth may be used in civilian signature blocks when dealing with foreign and high-level officials outside the Department of Defense. Do not use such abbreviations on routine correspondence.

6-9. Signatures of subordinates

Delegate signature authority to subordinates in accordance with paragraph 6-1.

6-10. Facsimile signature

- a. Facsimile signatures may be used except—
 - (1) When specifically prohibited by Army regulations or other directives.
 - (2) In signing the acknowledgment clause in a sworn declaration.
 - (3) In signing documents intended for use in court-martial proceedings.
 - (4) In signing documents to issue, receive, or ship property, except as authorized in AR 735-5, Policies and Procedures for Property Accountability.
- b. Safeguard facsimile signature stamps or other devices. A person is responsible for all actions resulting from the use of his or her facsimile signature.

6-11. Addressing retired military

- a. When addressing Army retired military personnel, show their rank, name, title of the Service, and the word "Retired," for example, Colonel A.B. Smith, USA Retired or MAJ Edward A. Dees, USAR Retired. The abbreviated form of retired, "(Ret)," may be used; however, use the entire word if the signer wishes.
- b. When addressing Army correspondence to retired military personnel of other Services, show their rank, name, title of the Service, and the word "Retired," for example, LTC A.B. Smith, USAF Retired.

Chapter 7

Prescribed Forms and Labels

7-1. General

This regulation prescribes supplemental correspondence labels and forms used Army-wide. The labels and forms identified in the following paragraphs are available through normal publication channels.

7-2. Routing and transmittal slips

- a. *Optional Form (OF) 41 (Routing and Transmittal Slip).*
 - (1) The Optional Form (OF) 41 (Routing and Transmittal Slip) may be used to send papers from office to office within the Federal Government. Do not use it to forward papers to an individual or agency outside the Federal Government.
 - (2) The first addressee will forward an OF 41 to the next addressee by drawing a line through his or her name and address and placing his or her initials and the date in the spaces provided. Confine remarks to informal comments that are intended (only) for the person addressed on the sheet. When addressing the OF 41 to more than one address, place each addressee's number in front of the block of the action(s) desired. For example, if addressee number 3 will sign the action, place the number 3 in the block in front of "Signature."
 - (3) Reuse an OF 41 for returning papers to the originator by folding the form along the line at the bottom of the TO section. This makes the back of the slip available for writing remarks.
- b. *DA Form 1222 (Routing Slip).* Use DA Form 1222 (Routing Slip) to route or circulate papers within an office. Enter necessary remarks that do not have to be filed as record material on the reverse.

7-3. DA Form 209 (Delay, Referral, or Follow-Up Notice)

Use DA Form 209 (Delay, Referral, or Follow-Up Notice) for interim replies and follow-ups. Use it to acknowledge

military correspondence or letters except when another format is prescribed or when its use is prohibited by DA instructions. Do not use it to request an extension of a suspense date.

7-4. OF 363 (Memorandum of Call)

Use OF 363 (Memorandum of Call) to inform personnel of visitors and telephone calls.

7-5. DA Label 113 (Congressional Cover Sheet)

Use DA Label 113 (Congressional Cover Sheet) for communications from Members of Congress or congressional committees. Act on these cases immediately.

7-6. DA Label 115 (Expedite Cover Sheet)

Use DA Label 115 (Expedite Cover Sheet) when immediate handling attention and priority are needed, and DA Label 113 is not appropriate.

7-7. DA Label 116 (Signature or Initials Marker)

Use DA Label 116 (Signature or Initials Marker) when more than one action on a case is to be signed or when initials are required on copies other than the record copy. Clip the marker to the signature page. Place the left edge of the marker flush with the left edge of the paper so that the caption "signature" or "initials" extends beyond the right edge of the paper. Do not staple the marker to plain bond paper.

7-8. DA Form 2445 (Correspondence Control Record)

Use DA Form 2445 (Correspondence Control Record) to control a piece of correspondence, mail, or a message by assigning action to a specific organization or individual and specifying a completion date. Retain a copy in suspense until the completed action is taken.

7-9. OF 27 (Two-Way Memo)

Use the OF 27 (Two-Way Memo) for interoffice messages, notes, and short replies. Instructions for completing the form are on the form.

7-10. DA Form 200 (Transmittal Record)

a. Use the DA Form 200 (Transmittal Record) when providing an addressee information that is not contained in the document being sent.

b. Do not use the transmittal record—

- (1) To transmit pamphlets, instruction booklets, or other publications that are self-explanatory.
- (2) To forward a form or report when its design provides for inserting the addressee, originator, and a submission date.

7-11. OF 65-B (U.S. Government Messenger Envelope)

See paragraph 5-6 regarding OF 65-B (U.S. Government Messenger Envelope).

7-12. OF 65-C (U.S. Government Messenger Envelope)

See paragraph 5-6 regarding OF 65-C (U.S. Government Messenger Envelope).

7-13. DA Label 87 (For Official Use Only)

Use DA Label 87 (For Official Use Only) as a cover for unclassified correspondence that must not be disclosed to the public, per AR 25-55.

Chapter 8

Marking Classified Correspondence

8-1. General authority

This chapter, an extract of DOD 5200.1-PH, DOD Guide to Marking Classified Documents, contains illustrations and sample classified memorandums to show proper security classification marking of correspondence. The text in the illustrations (figs 8-1 through 8-9) covers most of the important information. This chapter does not—

- a.* Contain or reveal classified information. Markings are for illustration only.
- b.* Change or repeat DOD requirements in AR 380-5. Refer to AR 380-5 when marking correspondence.
- c.* Illustrate every conceivable situation that may be encountered in the production of classified correspondence.

8-2. Guidance on markings

a. This chapter is especially important to anyone who writes, signs, or otherwise prepares classified correspondence. Make sure that all security markings are correct. When in doubt, see AR 380-5.

b. This chapter does not provide guidance on downgrading, reclassification instructions, or additional special markings; nor does it contain illustrations on classifying original material. Consult AR 380-5 for any information or specific guidance not in this chapter.

c. Normally, the classification marking will be the largest print on the page. Refer to AR 380-5 for instructions on marking and exceptions. Consider that the classification marking on the figures are of proper size (even if they are not in some cases due to space limitations).

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

- 1
2 DAMO-ZA 1 Date
1
2
3 MEMORANDUM FOR USERS OF AR 25-50
1
2 SUBJECT: Portion Markings (U)
1
2
3 1. (U) This is a sample of a fairly complex document with multiple part paragraphs and subparagraphs. It shows the proper methods of applying portion classification markings required by AR 380-5. All portions of classified documents will be marked in a manner that eliminates doubt as to which portions contain classified information. This paragraph contains only unclassified information. Subparagraph a contains SECRET information. In this example, each portion is clearly marked to show its classification.
- a. (S) Following the paragraph number or letter, portions may be marked with parenthetical symbols, "(TS)" for TOP SECRET, "(S)" for SECRET, "(C)" for CONFIDENTIAL, and "(U)" for UNCLASSIFIED. When appropriate, the symbols "RD" for Restricted Data and "FRD" for Formerly Restricted Data shall be added, e.g., "(S-RD)" or "(S-FRD)". Also, portions that contain Critical Nuclear Weapon Design Information (CNWDI) will be marked "(N)" following the classification, for example, "(S-RD) (N)".
- b. (C) There is one exception to the portion marking placement rule. In the case of the subject of the document, the portion marking follows the subject as shown above.
- c. (C) This subparagraph contains CONFIDENTIAL information.
- d. (U) This subparagraph contains UNCLASSIFIED information.
2. (S) As this sample is two (or more) pages, the first page would be marked with the highest overall classification, and the others would be marked at the top and bottom with the highest classification of the information contained in each respective page.

CLASSIFIED BY: TOW Heavy Antitank Assault
Weapon System SCG, 2 Oct 99
REASON: 1.5(a)
DECLASSIFY ON: 1 Jan 04

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-1. Marking the security classification of portions

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

- 1
2 DAMO-ZA
SUBJECT: Portion Markings (U)
1
2
3 3. (S) Portion classification markings must also be done on all classified Department of the Army correspondence, such as a Memorandum for Record, or a letter.
4. (C) The abbreviation "SCG" used on the "Classified By" line of this sample document means "Security Classification Guide." Security Classification Guides are issued for each classified system, program, plan or project. They:
- a. (U) Identify the information elements to be protected;
 - b. (U) State the classification level of each element or category of information;
 - c. (U) State declassification instructions for each element or category of information;
and
 - d. (C) State any special public release procedures and foreign disclosure considerations.

1
2 FOR THE COMMANDER:

1
2
3
4
5 HARRY B. HENDERSON
Colonel, GS
Deputy Chief of Staff for
Operations, Plans and Security

2

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-2. Marking the security classification of portions for continued pages



REPLY TO
ATTENTION OF

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2
1
2
3
1
2
1
2
3

NGB-MS

1
2

Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Restricted Data (RD) Additional Warning Notice (U)

1. (U) Restricted Data is all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but will not include data declassified or removed from the RD category under Section 142 of Public Law 83-703.

2. (S-RD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing RD are further indicated by the additional abbreviation of RD following the collateral level, as shown in the beginning of this paragraph.

3. (S) A document containing RD also has the additional warning shown below. When documents contain both RD and Formerly Restricted Data (FRD), the RD additional warning notice takes precedence and the FRD notice is omitted.

4. (S) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.

CLASSIFIED BY:

CG W-5, Joint DOE-DOD Nuclear
Weapon Classification Policy
Guide, Jan 84

REASON: 1.5(a)

RESTRICTED DATA

This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-3. Restricted data additional warning notice

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

1
2 NGB-MS
SUBJECT: Restricted Data (RD) Additional Warning Notice (U)
1
2 5. (U) As this sample consists of two or more pages, the RD warning notice (see below) and
the "Classified By" line would only be shown on the first page. Portion and overall page
markings would be reflected throughout the document.
1
2 FOR THE CHIEF, NATIONAL GUARD BUREAU:
1
2
3
4
5

GEORGE B. HILDEGAARD
Chief, Office of Military Support

2

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-4. Restricted data additional warning notice for continued pages

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1

2 IADPD

1

2

3 MEMORANDUM FOR USERS OF AR 25-50

1

2 SUBJECT: Formerly Restricted Data (FRD) Additional Warning Notice (U)

1

2

3

1. (U) Formerly Restricted Data is information which has been removed from the Restricted Data category by a Joint determination by the Department of Energy (or antecedent agencies) and the Department of Defense. Such information relates primarily to the military utilization of atomic weapons and can be safeguarded adequately as classified defense information.

2. (S-FRD) Documents containing RD information are portion marked in the same manner as other classified documents. Paragraphs containing FRD are further indicated by the additional abbreviation of FRD following the collateral level, as shown in the beginning of this paragraph.

3. (U) A document containing FRD also has the additional warning shown below.

4. (C-FRD) Do not include downgrading or declassification markings on a document containing RD or FRD. These documents are exempt from predetermined downgrading or declassification action. The "Classified By" line is still required.

CLASSIFIED BY: Projectile,
Atomic, 155 MM
SCG, 19 Jun 93

REASON: 1.5(a)

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to
administrative and criminal sanctions.
Handle as Restricted Data in foreign
dissemination. Section 144b, Atomic
Energy Act, 1954.

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-5. Formerly restricted data additional warning notice

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

1

2

IADPD

SUBJECT: Formerly Restricted Data (FRD) Additional Warning Notice (U)

1

2

3

5. (U) As this sample consists of two or more pages, the FRD warning notice (see below) and the "Classified By" line would only be shown on the first page. Portion and the page markings for the proper classification level would be required throughout the document.

1

2

FOR THE COMMANDER:

1

2

3

4

5

BARNEY S. FLAGG

Colonel, GS

Deputy for Policy and
Development

2

SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-6. Formerly restricted data additional warning notice for continued pages



REPLY TO
ATTENTION OF

CONFIDENTIAL
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY
DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1

2

IAIG

1

2

3

MEMORANDUM FOR USERS OF AR 25-50

1

2

SUBJECT: Unclassified Transmittal Documents

1

2

3

1. The top and bottom of an unclassified transmittal document will be marked with the highest overall classification of its enclosures. In this case, CONFIDENTIAL information is attached to this transmittal document. If this transmittal document consisted of two or more pages, only the first page need be marked.

2. Because this transmittal document itself does not contain classified information, portion marking and parenthetical classification symbols () after the subject title do not apply. Do not put a "Classified By" line and downgrading or declassification instructions on an unclassified transmittal document.

3. In addition to the top and bottom markings required by classified enclosures, any additional warning notices will be displayed, when applicable. Examples include "RESTRICTED DATA," "FORMERLY RESTRICTED DATA," "WARNING NOTICE - Intelligence Sources or Methods Involved," "CNWDI," etc.

4. This transmittal document is marked to show that standing alone it does not contain classified information (see notation below).

1

2

FOR THE INSPECTOR GENERAL:

1

2

3

4

5

Encl

GEORGE ORWELL
Security Manager

REGRADED UNCLASSIFIED WHEN
SEPARATED FROM CLASSIFIED
ENCLOSURE

CONFIDENTIAL
CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-7. Unclassified transmittal documents



REPLY TO
ATTENTION OF

TOP SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY
DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2
1
2
3
1
2
1
2
3
1
2
3
4
5

DAAR-ZA

1
2

Date

MEMORANDUM FOR USERS OF AR 25-50

SUBJECT: Classified Transmittal Document (U)

1. (TS) The top and bottom of a classified transmittal document will be marked with the highest overall classification of the information in the transmittal document and its enclosures. If this transmittal document consisted of two or more pages, it would be necessary to mark each page with the highest classification level of information revealed on that page or "UNCLASSIFIED," whichever is appropriate.
2. (U) Because this is a sample of a transmittal document that is itself classified, it is necessary to mark the classification of each portion and the subject.
3. (S) Remember, a classified transmittal document requires a "Classified By" line and downgrading or declassification instructions.
4. (U) The first page of a Top Secret document must also contain the TS control number and copy number in the lower right corner.

FOR THE CHIEF ARMY RESERVE:

ELLIOT R. BROWN
CW3, GS
Security Manager

CLASSIFIED BY: CAR, HQDA, WASH, DC
REASON: 1.5(a)
DECLASSIFY ON: Completion of
Exercise "REX BRAVO"

TS-88-0069
Cp 1R of 2

TOP SECRET

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-8. Classified transmittal documents



REPLY TO
ATTENTION OF

CONFIDENTIAL

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY
DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP + 4 CODE

1
2 DALO-RMS-B 1 Date
1
2
3 MEMORANDUM FOR USERS OF AR 25-50
1
2 SUBJECT: Classified Working Paper (U)
1
2
3 1. (U) Classified working papers are documents and draft material accumulated or created in the preparation of a finished product. At a minimum, they are dated when created, marked with the highest classification of any information contained in them, and safeguarded the same as other classified documents.

2. (C) They will be marked "Working Papers."

3. (U) Classified working papers are also accounted for, safeguarded, and marked in the same way as a finished document when one or more of the following occurs:

- a. (U) When released by the originator outside the activity or transmitted through message center channels;
- b. (U) When permanently filed (in records repositories);
- c. (U) When retained more than 90 days from the date of preparation; or
- d. (U) When they contain TOP SECRET information.

ROBERT A. HEINLEIN
Colonel, GS
Deputy Director, Resource and
Management

CONFIDENTIAL

CLASSIFICATION MARKINGS FOR TRAINING PURPOSES ONLY

Figure 8-9. Classified working papers

Appendix A References

Section I Required Publications

AR 25–11

Record Communications and Privacy Communications System. (Cited in paras 1–14*d* and 1–31*c*(6).)

AR 25–51

Official Mail and Distribution Management. (Cited in paras 1–30, 1–38, 5–2, 5–11*a*, 5–11*b*, and 5–15*a*.)

AR 25–55

The Department of the Army Freedom of Information Act Program. (Cited in paras 1–24*c* and 7–12.)

AR 25–400–2

Modern Army Record Keeping System. (Cited in para 1–42.)

AR 380–5

Department of the Army Information Security Program. (Cited in paras 1–24*a* and 1–24*b*, 1–31*c*, 1–31*c*(4), 5–4*d*, 5–13*e*, 8–1*b*, and 8–2*a* through 8–2*c*.)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AAP–15

NATO Glossary of Abbreviations. (Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia PA 19111–5094.)

AR 10–5

Organizations and Functions, Headquarters, Department of the Army. (Cited in para 6–2*h*.)

AR 25–30

The Army Publishing and Printing Program. (Cited in paras 1–13*d* and 1–18.)

AR 310–50

Authorized Abbreviations, Brevity Codes, and Acronyms. (Cited in paras 1–16*a*, 1–17, 6–4*d*, 6–4*f*, C–2, F–13*e*, and figure C–4.)

AR 735–5

Policies and Procedures for Property Accountability. (Cited in para 6–10*a*(4).)

DA Memo 25–52

Staff Actions Process and Correspondence Policies. (Cited in paras 1–5 and 2–2.)

DA Pam 600–67

Effective Writing for Army Leaders. (Cited in para 1–10.)

DOD 5200.1–PH

DOD Guide to Marking Classified Documents. (Cited in para 8–1.)

NATO Handbook C(1), Part III

Organization and Structure. Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111–5094.

STANAG 1001 (Edition 7)

Standardization System for Displaying Days and Hours in Relation to an Operation or Exercise. (Cited in paras F-1 and F-3.) Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.

STANAG 1059 (Edition 6)

Distinguishing Letters for Geographical Entities for Use in NATO. Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia, PA 19111-5094.

STANAG 2066 (Edition 3) (two amendments)

Format for Military Correspondence and Use of Abbreviations. (Cited in paras F-1 and F-3.) Obtain from Defense Automation and Production Service, Building 4/D, 700 Robbins Avenue, Philadelphia PA 19111-5094.

Section III**Prescribed Forms****DA Form 200**

Transmittal Record. (Cited in para 7-10.) (This form is available on the AEL CD-ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

DA Form 209

Delay, Referral, or Follow-Up Notice. (Cited in para 7-3.) (This form is available through normal forms supply channels.)

DA Form 1222

Routing Slip. (Cited in para 7-2b.) (This form is available on the AEL CD-ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

DA Form 2445

Correspondence Control Record. (Cited in para 7-8.) (This form is available through normal forms supply channels.)

DA Label 113

Congressional Cover Sheet. (Cited in paras 7-5 and 7-6.) (The DA Label 113 is available through normal forms supply channels.)

DA Label 115

Expedite Cover Sheet. (Cited in para 7-6.) (The DA Label 115 is available through normal forms supply channels.)

DA Label 116

Signature or Initials Marker. (Cited in para 7-7.) (The DA Label 116 is available through normal forms supply channels.)

OF 27

Two-Way Memo. (Cited in para 7-9.) (The OF 27 is available on the Internet at <http://web1.whs.osd.mil>.)

OF 41

Routing and Transmittal Slip. (Cited in paras 7-2a(1), 7-2a(2), and 7-2a(3).) (The OF 41 is available on the AEL CD-ROM (EM0001) and the U.S. Army Publishing Agency Web site, www.usapa.army.mil.)

OF 65-B

U. S. Government Messenger Envelope. (Cited in paras 5-6a, 7-11, and table 5-1.) (The OF 65-B is available through normal forms supply channels.)

OF 65-C

U.S. Government Messenger Envelope. (Cited in para 5-6a.) (The OF 65-C is available through normal forms supply channels.)

OF 363

Memorandum of Call. (Cited in para 7–4.) (The OF 363 is available through normal forms supply channels.)

Section IV Referenced Forms

DA Label 87

For Official Use Only Cover Sheet. (The DA Label 87 is available through normal forms supply channels.)

Appendix B Style Practices

Section I Capitalization

B–1. General

Problems of capitalization that most often arise in Army correspondence are covered in this section. Commonly used principles are briefly stated and supported by examples.

B–2. Titles of publications, documents, acts, and so forth

a. Capitalize all words in titles of publications and documents, except *a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or, and nor.*

Statutes at Large, Revised Statutes
District Code
Bancroft's History
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, *but* Senate bill 416
House Resolution 68, *but* House bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

b. Do not capitalize when used apart from titles or in a general sense.

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate
a committee resolution
a pact between nations
the treaty signed at Ghent

B–3. Titles used with names or titles standing for persons

a. Titles preceding names.

(1) Capitalize titles preceding proper names.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

(2) Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee
ambassador at large

b. Titles following names or titles used alone.

(1) Capitalize titles following proper names, or used alone as substitutes for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive,
the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

B. A. Rowland, Secretary of State; the Secretary, the Acting Secretary, the Under Secretary,
the Assistant Secretary, the Director, the Chief, or the Assistant Chief

(2) Capitalize titles in the second person.

Your Excellency
Madam Chairman
Mr. Secretary

(3) Do not capitalize when used in a general sense or when not indicating preeminence.

Burns Mason, president of the Potomac Railway; president-elect of the union, the executive's suite,
a young commander in chief, ex-president of Cullen Institute, a former president of the university.

Caleb Johnson, vice president of the Exchange; the vice president of SDA

secretaries of the military departments (part of the clerical staff), *but* Secretaries of the military departments
(heads of Army, Navy, Air Force); the director, or chief, or assistant chief of the laboratory

Section II

Compound Words

B-4. General

a. A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words to aid readability and correct pronunciation.

b. In this section, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms.

B-5. Basic rules

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

after action
banking hours
blood pressure
book value
census taker
day laborer
eye opener
fellow citizen
life cycle
living costs
mountain laurel
palm oil
patent right
real estate
time frame
training ship

violin teacher

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

bookkeeping
follow-on
forget-me-not
indepth
in-house
gentlemen
man-hour
man-year
newsprint
offload
railcar
right-of-way
yearend

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words.

coldbloodedness
footnoting
ill-advisedly
outlawry
praiseworthiness
railroader
X-rayer
Y-shaped

B–6. Solid compounds

a. When *any*, *every*, *no*, and *some* are combined with *body*, *thing*, and *where*, type as one word. Type as separate words *some one*, *every one*, and similar combinations that refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

anybody
anyone, *but* any one thing
anything
anywhere
everybody
everything
everywhere
nobody
no one
nothing
nowhere
somebody
someone
something

b. Type as one word compound personal pronouns.

herself
himself
itself
myself
oneself
ourselves
themselves
yourself

yourselves

c. Type as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast
north-northeast
southwest
south-southwest

B-7. Unit modifiers

a. Place a hyphen between words or abbreviations and words combined to form a unit modifier immediately preceding the word modified, except as shown in *b* below. This use of the hyphen applies particularly to combinations in which one element is a present or past participle.

a 4-percent increase
Baltimore-Washington road
drought-stricken area
English-speaking nation
Federal-State-local cooperation
guided-missile program
large-scale project
law-abiding citizen
long-term loan
lump-sum payment
multiple-purpose uses
US-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

atomic energy power
child welfare plan
civil service examination
income tax form
land bank loan
life insurance company
parcel post delivery
per capita expenditure
real estate tax
social security pension
soil conservation measures
special delivery mail

c. Generally, do not use a hyphen in a two-word unit modifier if the first element is an adverb ending in *ly*; do not use hyphens in a three-word unit modifier if the first two elements are adverbs.

eagerly awaited moment
heavily laden ship
unusually well preserved specimen
very well defined usage
very well worth reading
not too distant future
often heard phrase
but
ever-normal granary
ever-rising flood
still-new car
still-lingering doubt
well-known lawyer

well-kept farm

d. Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms.

United States laws

Latin American countries

Red Cross nurse

Winston-Salem regional office

Swedish-American descent

Minneapolis-St. Paul region

e. Do not confuse a modifier with the word it modifies.

gallant soldier

average taxpayer

but

income-tax payer

well-trained schoolteacher

wooden-shoe maker

tomato-canning factory

American flagship

but

American-flag ship

f. Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term.

8-, 10-, and 16-foot boards

2 by 4-inch boards, *but* 1 to 3 inches wide

moss- and ivy-covered walls, *not* moss and ivy covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

ex officio member

per capita tax

per diem employee

prima facie evidence

h. Do not use a hyphen in a unit modifier that contains a letter or a number as its second element.

article 3 provisions

grade A eggs

point 4 program

ward D patients

strontium 90 effects

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

“blue sky” law

“good neighbor” policy

“tie-in” sale

B–8. Prefixes, suffixes, and combining forms

a. Type compounds that contain prefixes or suffixes as one word without a hyphen, except as shown in *b*, *c*, and *d* below. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes *co*, *de*, *pre*, *pro*, and *re*.

antedate

anti-inflation

Armywide

biweekly
brass-smith
cooperation
deemphasis
extracurricular
homestead
Ivernes-shire
micro-organisms
nationwide
offset
preexisting
reenact
semi-independent
semiofficial
shell-like
thimble-eye
twofold
ultra-atomic

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum
co-op
non-civil-service position
re-sort (sort again)
re-treat (treat again)
un-ionized

c. Type with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor
ex-soldier
ex-trader
self-control
self-educated
quasi-academic
quasi-argument
quasi-corporation
quasi-judicial

d. Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab
pro-British
un-American
but
nongovernmental
overanglicize
transatlantic

B–9. Numerical compounds

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

7-hour day
6-footer
10-minute delay
3-week vacation
24-inch ruler
twenty-one

but
one hundred and twenty-one
100-odd
foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth
three-fourths of an inch
twenty-one thirty-seconds
twenty-three thirtieths
two one-thousandths
two-thirds

c. Spell out numbers one through nine. Use figures for numbers 10 and higher. Except when 2 or more numbers appear in a sentence and 1 of them is 10 or higher, then use figures for both numbers. Do not follow a number with its numeral in parentheses.

B-10. Improvised compounds

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course
know-how
know-it-all
let-George-do-it attitude
roll-on/roll-off ship
stick-in-the-mud

b. When the corresponding noun form is printed as separate words, the verb form is always hyphenated.

blue-pencil
cold-shoulder
cross-brace

Section III

Abbreviations

B-11. General use of abbreviations

Established abbreviations are acceptable in all but the most formal writing. For reading ease use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, words will be written in full on first appearance followed by the abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

B-12. Capitals, hyphens, periods, and spacing

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element of the abbreviations, unless through usage the period is omitted. Omit periods after abbreviations in addresses. Allow no space after periods except when they follow the initials in names of persons.

c.o.d.
H.R. 116
A.B.
St
a.m.
J. M. Jones

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage.

HHS

TVA
DOD
ARC
AFL-CIO
USAF
USA
USN

B-13. Geographic terms

a. Abbreviate *United States* when preceding Government or the name of a Government organization, except in formal writing. Spell out *United States* when it is used as a noun or when it is used as an adjective in association with names of other countries. When abbreviations are used in correspondence within DOD or to other Government agencies, periods after U.S. may be omitted.

US Government
US Congress
US Department of Agriculture
US monitor Nantucket
USS Brooklyn (note abbreviation for ship)
but
The climate of the United States
Britain, France, and United States Governments

b. With the exceptions noted in *a* above, the abbreviation *US* is used in the adjective position but is spelled out when used as a noun. When abbreviations are used in correspondence within DOD or to other Government agencies, periods after U.S. may be omitted.

US foreign policy
US economy
US attorney
US attitude
but
foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp. (legal title)

c. In other than formal writing, abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of States of the United States. Do not abbreviate names of other insular possessions.

B-14. Addresses

a. Words in an address are spelled out in letters. Where brevity is required, these abbreviations following a name or a number may be used in military correspondence without a period following the abbreviation.

Ave—Avenue
Bldg—Building
Blvd—Boulevard
Ct—Court
Dr—Drive
Ft—Fort
Hwy—Highway
NE—Northeast
NW—Northwest
Pkwy—Parkway
Pl—Place
Rm—Room
Rt—Route
SE—Southeast
Sq—Square
St—Street

Ste—Suite
SW—Southwest
Ter—Terrace

b. Do not abbreviate *country*, *mount*, *point*, and *port*.

B-15. Parts of publications

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals. The single abbreviation indicates either the singular or plural of the abbreviated word, for example, para—paragraph, paragraphs:

app—appendix, appendixes
art—article, articles
bul—bulletin, bulletins
chap—chapter, chapters
cl—clause, clauses
coln—column, columns
fig—figure, figures
no—number, numbers
p—page, pages
para—paragraph, paragraphs
pl—plate, plates
pt—part, parts
sec—section, sections
subchap—subchapter, subchapters
subpara—subparagraph, subparagraphs
subsec—subsection, subsections
suppl—supplement, supplements
vol—volume, volumes

B-16. Terms relating to Congress

Use the following abbreviations for the words *Congress* and *session* when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables:

82d Cong., 1st Sess.
1st sess., 82d Cong.
Public Law 64, 74th Cong.

B-17. Calendar divisions

a. When brevity is required, abbreviate the names of months when used with day or abbreviated year, or both. Abbreviate year when used with abbreviated names of the months, for example, Jan 99 not Jan 1999:

Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

b. The names of days of the week are preferably not abbreviated. If they are, use the following forms.

Sun
Mon

Tue
Wed
Thu
Fri
Sat

B-18. Quotes

The following rules are recommended when including a quotation in the text:

a. Long quotations. If the quotation is extensive or more than two paragraphs long, use the word *QUOTE* at the beginning and the word *UNQUOTE* at the end of the quoted material. Place these words on separate lines from the quoted material to distinguish them and offset them from the information being quoted.

b. Short quotations. Use quotation marks before and after the quoted material. Always place the comma and final period inside the quotation marks. Place other punctuation inside only if they are part of the quoted material.

B-19. Word division

Words should be divided only when necessary. When they must be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is given in most dictionaries.

a. Words may be divided—

(1) After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal not phys-ical
sepa-rate not sep-arate
particu-lar not partic-ular
criti-cism not crit-icism

(2) Between the members of solid compounds.

rail-road
proof-reader

(3) At the hyphen in hyphenated compounds.

court-martial
above-mentioned

(4) Between adjoining vowels in separate syllables.

estu-ary
gene-aology
cre-ation

(5) After prefixes of three or more letters.

ante-date
tri-color
inter-leaving
trans-plantation

(6) Before suffixes of three or more letters.

port-able
writ-ing

(7) After the second consonant of double consonants ending a root word, when followed by a suffix.

tell-ing
express-ing

(8) Between double consonants that are doubled because a suffix is added.

remit-ted
thin-ning

(9) After the consonant at the end of a syllable with a short vowel and before the consonant at the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-gress
progress (noun) prog-ress
project (verb) pro-ject
project (noun) proj-ect
stenographic (verb) steno-graphic
stenographer (noun) stenog-rapher

b. Words may not be divided—

- (1) At the ends of more than two consecutive lines.
- (2) At the end of a line when the part begun there does not suggest the whole word.

counter-offense *not* coun-teroffense

- (3) If five or fewer letters, even though containing more than one syllable.

avoid
begin
into
also
every
area

- (4) Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia
proceeded
period

- (5) Between a one- or two-letter initial syllable and the rest of the word.

identity
around
behavior

- (6) At the end of a page or of a paragraph.

c. Do not separate closely related word units. Avoid separating words in close association, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles and names. When it is necessary to divide a date, the year may be carried over to the next line in the nonabbreviated form. When it is necessary to divide a proper name, the surname may be carried over to the next line. Do not separate figures, letters, or symbols from their accompanying words.

Appendix C

Titles and Protocol Sequence

C–1. Addressing the Office of the Secretary of Defense

Figure C–1 provides the protocol sequence for multiple-addressee correspondence within the Office of the Secretary of Defense.

C–2. Addressing the Secretary of the Army and the Army Staff

Figures C–2 through C–5 show the titles and protocol sequences for multiple-addressee correspondence within the Office of the Secretary of the Army and to the Army Staff.

SECRETARY OF DEFENSE
DEPUTY SECRETARY OF DEFENSE
SECRETARIES OF THE MILITARY DEPARTMENTS ¹
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE ²
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE ³
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION*
ASSISTANTS TO THE SECRETARY OF DEFENSE ⁴
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES ⁵
DIRECTORS OF THE DOD FIELD ACTIVITIES ⁶

Notes:

1. When addressing memorandums to only two of the Secretaries of the Military Departments, list the individual Secretaries in the following order: (1) Secretary of the Army, (2) Secretary of the Navy, and (3) Secretary of the Air Force.
 2. Includes the Under Secretary of Defense for Acquisition and Technology, Under Secretary of Defense for Policy, Under Secretary of Defense (Comptroller), and the Under Secretary of Defense for Personnel and Readiness. When addressing memorandums to two or more but not all Under Secretaries of Defense, list the individual Under Secretaries in the following order: Under Secretary of Defense for Acquisition and Technology, Under Secretary of Defense for Policy, Under Secretary of Defense (Comptroller), and Under Secretary of Defense for Personnel and Readiness.
 3. Assistant Secretaries of the Defense include: Command, Control, Communications and Intelligence; Force Management Policy; Health Affairs; International Security Affairs; International Security Policy; Legislative Affairs; Public Affairs; Reserve Affairs; Special Operations/Low Intensity Conflict; and Strategy and Requirements. When addressing memorandums to two or more but not all Assistant Secretaries of Defense, they should be listed separately, by title, in alphabetical order.
 4. Assistants to the Secretary of Defense include: Chief of Staff to the Secretary of Defense; The Special Assistants to the Secretary and Deputy Secretary of Defense; The Executive Secretary of the Department of Defense; the Assistant to the Secretary of Defense (Nuclear and Chemical and Biological Defense Programs); the Assistant to the Secretary of Defense (Intelligence Oversight); the Director of Net Assessment; the Director, Program Analysis and Evaluation; Defense Advisor, US Mission to NATO; the Director, Small and Disadvantaged Business Utilization; and the Protocol Officer for the Secretary of Defense, as well as such other assistants as may be designated from time to time by the Secretary or Deputy Secretary of Defense.
 5. Directors of the Defense Agencies include the Directors: Ballistic Missile Defense Organization; Defense Advanced Research Projects Agency; Defense Commissary Agency; Defense Contract Audit Agency; Defense Finance and Accounting Service; Defense Information Systems Agency; Defense Intelligence Agency; Defense Investigative Service; Defense Legal Services Agency; Defense Logistics Agency; Defense Security Assistance Agency; Defense Special Weapons Agency; National Imagery and Mapping Agency; National Security Agency/Central Security Service; and On-Site Inspection Agency. When addressing memorandums to two or more but not all Directors of the Defense Agencies, they should be listed separately, by title, in alphabetical order.
 6. Department of Defense Field Activities include the Directors: American Forces Information Service; Defense Medical Programs Activity; Defense Prisoner of War/Missing Personnel Office; Defense Technology Security Administration; Department of Defense Education Activity; Department of Defense Human Resources Activity; Office of Economic Adjustment; TRICARE Support Office; and Washington Headquarters Services. When addressing memorandums to two or more but not all Directors of Department of Defense Field Activities, they should be listed separately, by title, in alphabetical order.
- * When appropriate, the Commanders of the Combatant Commands will be listed after the Director, Operational Test and Evaluation and before the Assistants to the Secretary of Defense.

Figure C-1. Office of the Secretary of Defense

SECRETARY OF THE ARMY
 UNDER SECRETARY OF THE ARMY¹
 ASSISTANT SECRETARY OF THE ARMY (CIVIL WORKS)²
 ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND COMPTROLLER)²
 ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND LOGISTICS)²
 ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE AFFAIRS)²
 ASSISTANT SECRETARY OF THE ARMY (RESEARCH, DEVELOPMENT AND ACQUISITION)²
 GENERAL COUNSEL
 ADMINISTRATIVE ASSISTANT
 DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,
 COMMUNICATIONS, AND COMPUTERS
 THE INSPECTOR GENERAL
 THE AUDITOR GENERAL
 DEPUTY UNDER SECRETARY OF THE ARMY (INTERNATIONAL AFFAIRS)
 DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)
 CHIEF OF LEGISLATIVE LIAISON
 CHIEF OF PUBLIC AFFAIRS
 DIRECTOR, OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION
 CHAIRMAN, RESERVE FORCES POLICY COMMITTEE

Notes:

1. When the Vice Chief of Staff, Army (VCSA) or the Director of the Army Staff (DAS) is included in the distribution, the VCSA will follow the Under Secretary of the Army and the DAS will precede the Administrative Assistant.
2. When addressed separately, list in alphabetical order—Civil Works; Financial Management and Comptroller; Installations and Logistics; Manpower and Reserve Affairs; and Research, Development, and Acquisition.

Figure C-2. Office of the Secretary of the Army

HEADS OF ARMY STAFF AGENCIES

Figure C-3. Distribution to the entire Army Staff

DEPUTY CHIEFS OF STAFF

Figure C-4. Distribution to the entire Army General Staff

DEPUTY CHIEF OF STAFF FOR OPERATIONS AND PLANS
 DEPUTY CHIEF OF STAFF FOR PERSONNEL
 DEPUTY CHIEF OF STAFF FOR LOGISTICS
 ASSISTANT CHIEFS OF STAFF
 CHIEF OF ENGINEERS
 THE SURGEON GENERAL
 CHIEF OF CHAPLAINS
 THE JUDGE ADVOCATE GENERAL
 CHIEF, NATIONAL GUARD BUREAU
 CHIEF, ARMY RESERVE

Figure C-5. Distribution to selected Army staff agency heads (Use collective titles, when appropriate. List individual addresses in the order shown.)

Appendix D Forms of Address, Salutation, and Complimentary Close

D-1. General

- a.* Prior to addressing a salutation or completing a communication, determine how the individual wishes to be addressed.
- b.* If uncertain of gender, contact the appropriate post public affairs, protocol, or administration office to assist in verification. Use the title “Ms.” rather than “Mrs.” in addressing a woman if there is any uncertainty about the correct title; if the correspondent uses the title “Ms.,” address the response “Ms.” as its use would indicate that Ms. is preferred by the correspondent.

D-2. Form for addresses, salutations, and complimentary closes

The proper form for addresses in letters and on envelopes and for salutations and complimentary closes in letters is provided in tables D-1 through D-11. Letters will be addressed using upper- and lowercase letters as shown below. Envelopes will be prepared as outlined in chapter 5.

**Table D-1
The Executive Branch**

Addressee	Address on letter and envelope	Salutation and complimentary close
The White House		
The President	The President 1600 Pennsylvania Avenue NW The White House Washington, DC (ZIP+4 Code)	Dear Mr./Madam President: Respectfully,
Spouse of the President	Mrs. (full name) or Mr. (full name) The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mrs./Mr. (surname): Sincerely,
Assistant to the President	Honorable (full name) Assistant to the President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary to the President	Honorable (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW, Washington DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary to the President (with military rank)	(Full rank) (full name) Secretary to the President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear (rank) (surname): Sincerely,

Table D-1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
The Vice President		
The Vice President	The Vice President The White House 1600 Pennsylvania Avenue NW Washington, DC (ZIP+4 Code)	Dear Mr./Madam Vice President: Sincerely,
The President of the Senate	Honorable (full name) President of the Senate (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam President: Sincerely,
Executive departments		
Members of the Cabinet addressed as "Secretary"	Honorable (full name) Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Postmaster General (head of the US Postal Service)	Honorable (full name) Postmaster General (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Postmaster General: Sincerely,
The Attorney General (head of the Department of Justice)	Honorable (full name) Attorney General (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Under Secretary	Honorable (full name) Under Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Military departments		
The Secretary	Honorable (full name) Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Under Secretary of a Department	Honorable (full name) Under Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Assistant Secretary of a Department	Honorable (full name) Assistant Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
General Counsel of a Department	(Mr./Mrs./Ms./Miss) (full name) General Counsel (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Administrative Assistant to the Secretary	(Mr./Mrs./Ms./Miss) (full name) Administrative Assistant to the Secretary of the (Dept) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D-1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Independent offices, agencies, and establishments of the Government		
Director of Office of Management and Budget	Honorable (full name) Director of Office of Management and Budget (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Head of a Federal Agency	Honorable (full name) (Title, name of agency) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Head of a major organization within an agency (if the official is appointed by the President)	Honorable (full name) (Title, name of organization) (Name of Agency) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Board	Honorable (full name) President, (name of board) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a Commission	Honorable (full name) President, (name of commission) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Board	Honorable (full name) Chairman, (name of board) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chairman of a Commission	Honorable (full name) Chairman, (name of commission) (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Chiefs of American missions		
American Ambassador	Honorable (full name) American Ambassador (City) (Country)	Sir/Madam: (formal) Dear (Mr.) Ambassador: (informal) Dear Madam Ambassador: or Dear Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
American Ambassador (with military rank)	(Full rank) (full name) American Ambassador (City) (Country)	Sir/Madam: (formal) Dear Mr./Madam Ambassador: (informal) or Dear (rank, surname): Very truly yours, (formal) Sincerely, (informal)
American Minister	Honorable (full name) American Minister (City) (Country)	Sir/Madam: (formal) Dear (Mr.) Minister: (informal) Dear Madam Minister: or Dear Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Table D-1
The Executive Branch—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
American Minister (with military rank)	(Full rank) (full name) American Minister (City) (Country)	Sir./Madam: (formal) Dear Mr./Madam Minister: (informal) or Dear (rank, surname): Very truly yours, (formal) Sincerely, (informal)

Table D-2
The Congress and legislative agencies (see note)

Addressee	Address on letter and envelope	Salutation and complimentary close
President pro Tempore of the Senate	Honorable (full name) President pro Tempore of the Senate United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
Committee Chairman, US Senate	Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Chairman of a Joint Committee	Honorable (full name) Chairman, Joint Committee on (name) Congress of the United States (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Subcommittee Chairman, US Senate	Honorable (full name) Chairman, Subcommittee on (name) United States Senate Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
Senator (Washington, DC office)	Honorable (full name) United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) United States Senate (Local address)	Dear Senator (surname): Sincerely,
Senator (Majority or Minority Leader) (Washington, DC office)	Honorable (full name) Majority (or Minority) Leader United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Senator (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) Majority (or Minority) Leader United States Senate (Local address)	Dear Senator (surname): Sincerely,
Senator-elect	Honorable (full name) United States Senator-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Deceased Senator	(Secretary's full name, if known) Secretary of the late Honorable (full name) United States Senate (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D-2
The Congress and legislative agencies (see note)—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Speaker of the House of Representatives	Honorable (full name) Speaker of the House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Speaker: Sincerely,
Committee Chairman, House of Representatives	Honorable (full name) Chairman, Committee on (name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chairman/Madam Chairwoman: Sincerely,
Subcommittee Chairman, House of Representatives	Honorable (full name) Chairman, Subcommittee on (name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative (Washington, DC office)	Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
(Away from Washington, DC office)	Honorable (full name) Representative in Congress (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative (Majority or Minority Leader) (Washington, DC office)	Honorable (full name) Majority (or Minority) Leader House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
(Away from Washington, DC)	Honorable (full name) Majority (or Minority) Leader House of Representatives (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative-elect	Honorable (full name) Representative in Congress-elect (Local address)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Representative at Large	Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Deceased Representative	(Secretary's full name, if known) Secretary to the late Honorable (full name) House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Resident Commissioner of Puerto Rico	Honorable (full name) Resident Commissioner of Puerto Rico House of Representatives (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Librarian of Congress	Honorable (full name) Librarian of Congress (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Comptroller General (head of the General Accounting Office)	Honorable (full name) Comptroller General of the United States (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D-2
The Congress and legislative agencies (see note)—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Public Printer (head of the US Government Printing Office)	Honorable (full name) Public Printer (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Notes:

Address a Member of Congress in the capacity in which he or she signs his or her communication. For example, if he or she signs as the chairperson of a committee, address him or her as chairperson of that committee. If he or she signs as majority or minority leader, address him or her as such; if he or she signs as Senator or Representative, address him or her as such.

Table D-3
The Judiciary

Addressee	Address on letter and envelope	Salutation and complimentary close
The Chief Justice of the United States	Chief Justice of the United States The Supreme Court (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Chief Justice: Sincerely,
Associate Justice	Mr. (Madam) Justice (surname) The Supreme Court (Street) Washington, DC (ZIP+4 Code)	Dear Mr./Madam Justice: Sincerely,
Retired Justice	Honorable (full name) (Local address)	Dear Mr./Madam Justice: Sincerely,
Presiding Justice	Honorable (full name) Presiding Justice (Name of Court) (Local address)	Dear Mr./Madam Justice: Sincerely,
Judge of a Court	Honorable (full name) Justice of the (name of court; if a US District Court, give district) (Local address)	Dear Judge (surname): Sincerely,
Clerk of a Court	(Mr./Madam) (full name) Clerk of the (name of court; if a US District Court, give district) (Local address)	Dear Mr./Madam (surname): Sincerely,

Table D-4
Military personnel

Addressee	Address on letter and envelope	Salutation and complimentary close
Army, Air Force, Marine Corps Officers		
General of the Army	General of the Army (full name) (Local address)	Dear General (surname): Sincerely,
General	General (full name) (Address)	Dear General (surname): Sincerely,
Lieutenant General	Lieutenant General (full name) (Address)	Dear General (surname): Sincerely,
Major General	Major General (full name) (Address)	Dear General (surname): Sincerely,
Brigadier General	Brigadier General (full name) (Address)	Dear General (surname): Sincerely,

Table D-4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Colonel	Colonel (full name) ¹ (Address)	Dear Colonel (surname): Sincerely,
Lieutenant Colonel	LTC (full name) ¹ (Address)	Dear Colonel (surname): Sincerely,
Major	MAJ (full name) ¹ (Address)	Dear Major (surname): Sincerely,
Captain	CPT (full name) ¹ (Address)	Dear Captain (surname): Sincerely,
First Lieutenant	1LT (full name) ¹ (Address)	Dear Lieutenant (surname): Sincerely,
Second Lieutenant	2LT (full name) ¹ (Address)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer	CWO (full name) ¹ (Address)	Dear (Mr.) (surname): ² Sincerely,
Warrant Officer	WO (full name) ¹ (Address)	Dear (Mr.) (surname): ² Sincerely,
Navy officers		
Fleet Admiral	ADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Admiral	ADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Vice Admiral	VADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Rear Admiral	RADM (full name) ¹ (Address)	Dear Admiral (surname): Sincerely,
Commodore	COMO (full name) ¹ (Address)	Dear Commodore (surname): Sincerely,
Captain	CAPT (full name) ¹ (Address)	Dear Captain (surname): Sincerely,
Commander	CDR (full name) ¹ (Address)	Dear Commander (surname): Sincerely,
Lieutenant Commander	LCDR (full name) ¹ (Address)	Dear Commander (surname): Sincerely,
Lieutenant	LT (full name) ¹ (Address)	Dear (Mr.) (surname): ² Sincerely,
Lieutenant (jg)	LTJG (full name) ¹ (Address)	Dear (Mr.)(surname): ² Sincerely,
Ensign	ENS (full name) ¹ (Address)	Dear (Mr.) (surname): ² Sincerely,
Warrant Officer	WO (full name) ¹ (Address)	Dear (Mr.) (surname): ² Sincerely,
Academy members		
Cadet	Cadet (full name) ³ (Address)	Dear (Mr.) (Cadet) (surname): Sincerely,
Midshipman	Midshipman (full name) ³ (Address)	Dear (Mr.) (Midshipman) (surname): Sincerely,

Table D–4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Air Cadet	Cadet (full name) ³ (Address)	Dear Cadet (surname): Sincerely,
Army enlisted personnel		
Sergeant Major of the Army	SMA (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
Command Sergeant Major	CSM (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
Sergeant Major	SGM (full name) ¹ (Address)	Dear Sergeant Major (surname): Sincerely,
First Sergeant	1SG (full name) ¹ (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSG (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Platoon Sergeant	PSG (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Sergeant First Class	SFC (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSG (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	SGT (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Corporal	CPL (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Private	PVT (full name) ¹ (Address)	Dear Private (surname): Sincerely,
Specialist	SPC (full name) ¹ (Address)	Dear Specialist (surname): Sincerely,
Navy enlisted personnel		
All grades	(Rank) (full name) ¹ (Address)	Dear (Address by rank. If rank is unknown, use civilian prefix) (surname): Sincerely,
Marine Corps enlisted personnel		
Sergeant Major of the Marine Corps	Sergeant Major (full name) (Address)	Dear Sergeant Major (surname): Sincerely,
Master Gunnery Sergeant	MGySgt (full name) ¹ (Address)	Dear Master Sergeant (surname): Sincerely,
First Sergeant	1st Sgt (full name) ¹ (Address)	Dear First Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) ¹ (Address)	Dear Master Sergeant (surname): Sincerely,
Gunnery Sergeant	GySgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,

Table D-4
Military personnel—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Sergeant	Sgt (full name) ¹ (Address)	Dear Sergeant (surname): Sincerely,
Corporal	Cpl (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Lance Corporal	LCpl (full name) ¹ (Address)	Dear Corporal (surname): Sincerely,
Private First Class	PFC (full name) ¹ (Address)	Dear Private (surname): Sincerely,

Air Force enlisted personnel

Chief Master Sergeant of the Air Force	Chief Master Sergeant (full name) (Address)	Dear Chief (surname): Sincerely,
Chief Master Sergeant	CMSgt (full name) (Address)	Dear Chief (surname): Sincerely,
Senior Master Sergeant	SMSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Master Sergeant	MSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Technical Sergeant	TSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Staff Sergeant	SSgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Sergeant	Sgt (full name) (Address)	Dear Sergeant (surname): Sincerely,
Senior Airman	SrA (full name) (Address)	Dear Airman (surname): Sincerely,
Airman First Class	A1C (full name) (Address)	Dear Airman (surname): Sincerely,
Airman/Basic Airman	Amn (full name) (Address)	Dear Airman (surname): Sincerely,

Notes:

¹ Abbreviations are optional. Titles may be spelled out. For additional abbreviations and instructions for Army usage, see AR 310-50.

² Optional. Depends on the desire of the individual.

³ Mr., Miss, or Ms., Midshipman, Air Cadet, full name, is permissible.

Table D-5
State and Government officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Governor of a State	Honorable (full name) Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Governor (surname): Sincerely,
Acting Governor of State	Honorable (full name) Acting Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Table D-5
State and Government officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Lieutenant Governor of State	Honorable (full name) Lieutenant Governor of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Secretary of State of a State	Honorable (full name) Secretary of State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	Honorable (full name) Chief Justice Supreme Court of the State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Chief Justice: Sincerely,
Attorney General of a State	Honorable (full name) Attorney General State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Judge	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Judge (surname): Sincerely,
Treasurer, Auditor, or Comptroller of a State	Honorable (full name) State Treasurer (Auditor) (Comptroller) State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of the Senate of a State	Honorable (full name) President of the Senate of the State of (State) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Speaker of the Assembly or of the House of Delegates, or of the House of Representatives of a State (See note.)	Honorable (full name) Speaker of the House of Representatives of the State of (name) (Street) (City, State) (ZIP+4 Code) (See note.)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
State Senator	Honorable (full name) (Name of State) Senate (Street) (City, State) (ZIP+4 Code)	Dear Senator (surname): Sincerely,
State Representative, Assemblyman, or Delegate	Honorable (full name) (Name of State) House of Representatives (Street) (City, State) (ZIP+4 Code) (See note.)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Mayor	Honorable (full name) Mayor of (name of City) (Street) (City, State) (ZIP+4 Code)	Dear Mayor (surname):, Sincerely,
President of a Board of Commissioners	Honorable (full name) President, Board of Commissioners of (name of City) (Street) (City, State) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,

Notes:

In most States, the lower branch of the legislature is the House of Representatives. In some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates.

Table D–6
Ecclesiastical Officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Protestant Minister, Pastor, or Rector (with scholastic degree)	The Reverend (full name, initials of degree) (Title, name of church) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Protestant Minister, Pastor, or Rector (without scholastic degree)	The Reverend (full name) (Title, name of church) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Rabbi (with scholastic degree)	Rabbi (full name, initials of degree) Local Address) (ZIP+4 Code)	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without scholastic degree)	Rabbi (full name) (Local address) (ZIP+4 Code)	Dear Rabbi (surname): Sincerely,
Catholic Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (Diocese) (Local address) (ZIP+4 Code)	Your Eminence: (formal) Dear Cardinal (surname): (informal) Sincerely,
Catholic Archbishop	The Most Reverend (full name) Bishop of (diocese) (Local address) (ZIP+4 Code)	Your Excellency: (formal) Dear Archbishop (surname): (informal) Sincerely,
Catholic Bishop	The Most Reverend (full name) Bishop of (city) (Local address) (ZIP+4 Code)	Your Excellency: (formal) Dear Bishop (surname): (informal) Sincerely,
Catholic Monsignor (higher rank)	The Right Reverend Monsignor (full name) (Local address) (ZIP+4 Code)	Right Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
Catholic Monsignor	The Very Reverend Monsignor (full name) (Local address) (ZIP+4 Code)	Very Reverend Monsignor: (formal) Dear Monsignor (surname): (informal) Sincerely,
Catholic Priest	The Reverend (full name) (add designated letters) (Local address) (ZIP+4 Code)	Reverend Sir: (formal). Dear Father (surname): (informal) Sincerely,
Mother Superior of an Institution	Mother (name, initials, or order, if used) Superior (name of institution) (Local address) (ZIP+4 Code)	Dear Mother (name): Sincerely,
Mormon Bishop	Mr. (full name) Church of Jesus Christ of Latter Day Saints (Local address) (ZIP+4 Code)	Sir: (formal) Dear Mr. (surname): (informal) Sincerely,
Eastern Orthodox forms of address:		
Orthodox Metropolitan	The Most Blessed (Christian name) Archbishop of (city) Metropolitan of (province) (Local address) (ZIP+4 Code)	Your Beatitude: (formal) Dear Metropolitan (Christian name): (informal) Sincerely,
Orthodox Archbishop	The Most Reverend (Christian name) Archbishop of (city and province) (Local address) (ZIP+4 Code)	Your Eminence: (formal) Dear Archbishop (Christian name): (informal) Sincerely,
Orthodox Bishop	The Right Reverend (Christian name) Bishop of (city) (Local address) (ZIP+4 Code)	Your Grace: (formal) Dear Bishop (Christian name): (informal) Sincerely,
Orthodox Protopresbyter	The Right Reverend (name) (Local address) (ZIP+4 Code)	Right Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,

Table D–6
Ecclesiastical Officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Orthodox Archpriest	The Very Reverend (name) (Local address) (ZIP+4 Code)	Very Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Priest	The Reverend (name) (Local address) (ZIP+4 Code)	Reverend Father: (formal) Dear Father (Christian name): (informal) Sincerely,
Orthodox Deacon	Father Deacon (name) (Local address) (ZIP+4 Code)	Father Deacon: (formal) Dear Father Deacon (Christian name): (informal) Sincerely,
Orthodox Nun	Sister (Christian name) (name of monastery) (Local address) (ZIP+4 Code)	Dear Sister (Christian name): Sincerely,
Orthodox Monk	Brother (Christian name) (name of monastery) (Local address) (ZIP+4 Code)	Dear Brother (Christian name): Sincerely,
Protestant Episcopal Bishop	The Right Reverend (full name) Bishop of (name) (Local address) (ZIP+4 Code)	Dear Reverend Sir: (formal) Dear Bishop (surname): (informal) Sincerely,
Protestant Episcopal Dean	The Very Reverend (full name) Dean of (church) (Local address) (ZIP+4 Code)	Very Reverend Sir: (formal) Dear Dean (surname): (informal) Sincerely,
Methodist Bishop	The Reverend (full name) Methodist Bishop (Local address) (ZIP+4 Code)	Reverend Sir: (formal) My Dear Bishop (surname): (informal) Sincerely,
Chaplain	Chaplain (rank) (full name) (post office address of organization and station)	Dear Chaplain (surname): Sincerely,

Table D–7
Private citizens

Addressee	Address on letter and envelope	Salutation and complimentary close
President of a university or college (with scholastic degree)	(Full name, initials of degree) President, (name of institution) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
President of a university or college (without scholastic degree)	Mr./Mrs./Ms./Miss (full name) President, (name of institution) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
Dean of a school (with scholastic degree)	(Full name, initials of degree) Dean, School of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Dean of a school (without scholastic degree)	Dean (full name) School of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Dean (surname): Sincerely,
Professor (with scholastic degree)	(Full name, initials of degree) Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname): or Dear Dr. (surname): Sincerely,

Table D-7
Private citizens—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Professor (without scholastic degree)	Professor (full name) Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname):
Associate Professor or Assistant Professor	Mr./Mrs./Ms./Miss (full name) Associate (or Assistant) Professor Department of (name) (Name of institution) (Local address) (ZIP+4 Code)	Dear Professor (surname): Sincerely,
Physician	(Full name), M.D. (Local address) (ZIP+4 Code)	Dear Dr. (surname): Sincerely,
Lawyer	Mr./Mrs./Ms./Miss (full name): Attorney at Law (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (full name): Sincerely,
Two or more private individuals	Mr. (full name) and Mr. (full name) (Local address) (ZIP+4 Code)	Gentlemen: (or) Sirs: Sincerely,
	Mrs. (full name) and: Miss (full name) (Local address) (ZIP+4 Code) or Mr. (different full name) (Local address) (ZIP+4 Code)	Mesdames: Sincerely,
		Dear Mr. (surname): Sincerely,
Private individuals	Mr. (full name)	Dear Mr. (surname):
	Mrs. (full name)	Dear Mrs. (surname):
	Ms. (full name)	Dear Ms. (surname):
	Miss (full name)	Dear Miss (surname):
	Mesdames (full names)	Mesdames:
	Messrs. (full names)	Gentlemen (or Sirs):
	Misses (full names) (Local address) (ZIP+4 Code)	Dear Misses (surnames): Sincerely,

Table D-8
Corporations, companies, and federations

Addressee	Address on letter and envelope	Salutation and complimentary close
To a company or a corporation	(Name of company or corporation) (Local address) (ZIP+4 Code)	Gentlemen (Sirs): (Ladies and Gentlemen) Sincerely,
To a federation	(Name of official) (Title, name of federation) (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname): Sincerely,
President of a company or corporation (or other official)	Mr./Mrs./Ms./Miss (full name) President (or other title) Company (Local address) (ZIP+4 Code)	Dear Mr./Mrs./Ms./Miss (surname) Sincerely,
To an individual or a company, corporation, or federation when the name is not known; for example, President, Treasurer, Editor, etc.	(Title of individual) (Name of organization) (Local address) (ZIP+4 Code)	Dear Sir/Madam: Sincerely,

Table D–9
Foreign government officials (see note)

Addressee	Address on letter and envelope	Salutation and complimentary close
Foreign Ambassador in the United States	His/Her Excellency (full name) Ambassador of (country) (Local address) (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Ambassador: (informal)
Foreign Minister in the United States	Honorable (full name) Minister of (country) (Local address) (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Madam Minister: (informal) Very truly yours, (formal) Sincerely, (informal)

Notes:

Address foreign officials by title if the name of the official is not given in the correspondence or is not readily available.

Table D–10
International organizations

Addressee	Address on letter and envelope	Salutation and complimentary close
United Nations (See note.)		
Secretary General of the United Nations	His/Her Excellency (full name) Secretary General of the United Nations (Street) New York, NY (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Secretary General: (informal, preferred) or Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United States Representatives to the United Nations	Honorable (full name) United States Representative to the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Chairman, United States Delegation to the United Nations Military Staff Committee	The Chairman United States Delegation United Nations Military Staff Committee United States Mission to the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Senior Military Adviser to the United States Delegation to the United Nations General Assembly	(Rank)(full name) Senior Military Adviser United States Delegation to the United Nations General Assembly (Street) New York, NY (ZIP+4 Code)	Dear (rank) (surname): Sincerely, (informal)
United States Representatives to the General Assembly of the United Nations		
Economic and Social Council	Honorable (full name) United States Representative on the Economic and Social Council (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United Nations Disarmament	Honorable (full name) United States Representative on the Disarmament Commission (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Table D–10
International organizations—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Trusteeship Council	Honorable (full name) United States Representative on the Trusteeship Council (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Senior Representative of the United States to the General Assembly of the United Nations	Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations (Street) New York, NY (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Officials of the Organization of American States		
Secretary General of the Organization of American States	His/Her Excellency (full name) Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP+4 Code)	Excellency: (formal) Dear Mr./Madam Secretary General: or Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
Assistant Secretary General of the Organization of American States	Honorable (full name) Assistant Secretary General of the Organization of American States Pan American Union (Street) Washington, DC (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)
United States Representative on the Council of the Organization of American States	Honorable (full name) United States Representative on the Council of the Organization of American States Department of State (Street) Washington, DC (ZIP+4 Code)	Sir/Madam: (formal) Dear Mr./Mrs./Ms./Miss/Dr. (surname): (informal) Very truly yours, (formal) Sincerely, (informal)

Notes:

Communications to the United Nations will be addressed to the United States Representative to the United Nations, through the Department of State. Exceptions, which are sent directly to the United States Representative, include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session).

Table D–11
Addressing former officials

Addressee	Address on letter and envelope	Salutation and complimentary close
Former President	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam President: Respectfully,
Former Vice President	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Vice President: Sincerely,
Former Member of the Cabinet addressed as "Secretary"	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Secretary: Sincerely,
Former Postmaster General	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Postmaster General: Sincerely,
Former Attorney General	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Attorney General: Sincerely,
Former "Secretary" of military department	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam (surname): Sincerely,
Former Senator	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Senator (surname): Sincerely,

Table D-11
Addressing former officials—Continued

Addressee	Address on letter and envelope	Salutation and complimentary close
Former Representative	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam (surname): Sincerely,
Former Justice	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Mr./Madam Justice: Sincerely,
Former Judge	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Judge (surname): Sincerely,
Former Governor of State	Honorable (full name) (Local address) (ZIP+4 Code)	Dear Governor (surname): Sincerely,

Notes:

Address former presidents, vice presidents, justices of the Supreme Court, cabinet officers, Service secretaries, and governors as indicated in this table. Address other former Federal officials, and former State, local, and foreign government officials who once held positions of distinction (for example, judges or mayors) by the titles of their former positions when the former official indicates in personal communication or in an envelope return address that he or she still uses the title of a former position. In addition, address a person by the title of a former position when the action official has knowledge that the addressee formerly held a distinctive position. Otherwise, treat the addressee as a private citizen.

Appendix E

Model Authority Lines and Signature Blocks

E-1. Examples of authority lines and signature blocks

Figures E-1 through E-14 are examples of authority lines and signature blocks for correspondence.

E-2. Abbreviated titles

Abbreviate long or two-line titles in a signature block on military correspondence only when the abbreviation agrees with AR 310-50 or an American standard dictionary. The fully abbreviated form of signature blocks, as shown in figure E-12, should not be restricted to informal correspondence.

E-3. Unabbreviated titles

Titles in signature blocks that cannot be logically abbreviated may be typed on two lines or, if necessary, on three lines as shown in figure E-13.

E-4. NCO signature blocks

Examples of correctly prepared NCO signature blocks of official correspondence are shown in figure E-14.

JOHN RANCHER
Lieutenant General, USA
Commanding

Figure E-1. Signed by the commanding general of a command

FOR THE COMMANDER:

R. L. SCOTT
Major General, GS
Chief of Staff

FOR THE COMMANDER:

MATTHEW H. PACHOSA
Lieutenant Colonel, AG
Adjutant General

Figure E-2. Office of the commander signed by an authorized subordinate

J. I. THOMAS
Lieutenant General, USA
Chief of Engineers

Figure E-3. Signed by the head of a HQDA staff agency

FOR THE CHIEF OF ENGINEERS:

F. H. BURTON
Major, EN
Executive Officer

Figure E-4. Signed by an authorized representative of a HQDA staff agency

T. R. TRAVIS
Colonel, IN
Commanding

Figure E-5. Signed by the commanding officer of a unit, headquarters, or installation

FOR THE COMMANDER:

D. B. SMOKE
LTC, AG
Adjutant General

R. S. ELLIS
Major, AG
Assistant Adjutant General

FOR THE COMMANDER:

ARTHUR H. BROWN
Major, FC
Chief, Personnel Division

JOHN D. BEY
CW3, USA
Chief, Systems Division

Figure E-6. Signed by an authorized representative of the commander of a unit, headquarters, or installation

FOR THE TRANSPORTATION OFFICER:

LUCY L. SMITH
LTC, TC
Chief, Freight Division

FOR THE STAFF JUDGE ADVOCATE:

R. H. SMITH
LTC, JA
Chief, Military Justice Branch

FOR THE FINANCE AND ACCOUNTING OFFICER:

N. L. BROWN
Captain, FC
Deputy Finance and Accounting Officer

Figure E-7. Signed by an authorized representative for the head of a staff office or other official

ERIC E. JONES
Chief, Civilian Personnel Division

DAVID B. GREEN
Director, Research and Engineering
Directorate

Figure E-8. Signed by an authorized civilian, with or without an authority line

JOSEPH W. BROWN
123-45-6789
CPT, AR
Co B, 2/34 Armor

KENNETH JOHNSON
123-45-6789
CW2, USA
Co A, 2/34 Armor

Figure E-9. Signature of an officer writing as an individual (show name, social security number, grade, branch, and organization)

Richard D. Ames
Major General, US Army
Commanding

R.P. Barker
Colonel, US Army
Chief of Staff

Nancy S. Bunk
Major, US Army
Transportation Officer

Ronald F. Smith
Lieutenant General, US Army
Deputy Chief of Staff for Personnel

J. R. Smith
Warrant Officer, US Army
Chief, Signal Office

John R. White, Jr.
Major, US Army Reserve
Assistant Adjutant General

Robert A. Williams
Captain, US Army
Assistant Adjutant General

A. B. Seaman
Director, Nuclear Testing
and Accident Prevention

Figure E-10. Examples of signature blocks for letters (show the name in upper- and lowercase letters, grade and branch spelled out, and organization)

JOHN J. JONES
Colonel, USA Retired

ROBERT T. BROWN
Captain, AUS Retired (Hon)

F. A. SMITH
Major, AUS Retired

JOHN T. BROWN
Major General, USAR Retired

(Note: There is no special signature block for retired civilians.)

Figure E-11. Signature blocks for retired military personnel

Long form

Abbreviated form

R. S. JONES
Lieutenant Colonel, GS
Chief, Administrative Systems Division

R. S. JONES
LTC, GS
Chief, Admin Sys Div

ROME D. SMITH
Colonel, GS
Director, Administrative Management

ROME D. SMITH
COL, GS
Dir, Admin Mgt

Figure E-12. Abbreviated titles

CLINTON R. SMITH
Chief Warrant Officer, GS
Chief, Operational Testing and
Licensing Division

A. B. SEAMAN
Colonel, IN
Assistant Inspector General for
Military Operations for Plans
and Procedures

MARTY T. JONES
Major, AG
Chief, Minority Grievance, Review
and Inspection Board

MICHAEL M. JOHNSON
Director, Nuclear Testing and
Accident Prevention Division

Figure E-13. Unabbreviated titles

WILLIAM H. SARGENT
Command Sergeant Major, USA

KENNETH B. THOMAS
1SG, USA

JOHN L. JONES
First Sergeant, USA

SAMUEL R. MANN
SFC, USA
Acting First Sergeant

RONALD L. STANLEY
MSG, USA
Operations Sergeant

HAROLD R. JACKSON
SFC, USA
Platoon Sergeant

BRYAN J. GRAMPS
SFC, USA Retired

Figure E-14. NCO signature blocks

Appendix F Preparing NATO Correspondence

F-1. Purpose

This appendix prescribes the format for the preparation of North Atlantic Treaty Organization (NATO) correspondence. It is based on Standardization Agreement (STANAG) 2066, Format for Military Correspondence and Use of Abbreviations, and STANAG 1001, Standardization System for Displaying Days and Hours in Relation to an Operation or Exercise.

F-2. Mandatory compliance

The format for the preparation of NATO correspondence prescribed in this regulation is mandatory and no departure or deviation from this format is authorized.

F-3. General

a. Details of Standardization Agreement. The details for STANAG 2066 and STANAG 1001 specify that the NATO Armed Forces will prepare military correspondence in accordance with the instructions contained in that Agreement. Military correspondence covered by the Agreement includes letters, memoranda, orders (except, Operation Orders and Administrative/Logistic Orders), reports and papers but not message forms that are prescribed in Allied Communication Publications (ACPs).

b. Optional procedures. Procedures concerning the preparation of correspondence that are not covered herein are optional with the originator of the correspondence.

c. *Definitions.* Military correspondence may be divided into three parts: heading, body, and close; most correspondence will have all three. For the purpose of explaining the instructions that follow, the three parts are defined as follows:

- (1) The **HEADING** consists of all material above the first line of the body of the correspondence.
- (2) The **BODY** is the substance of the correspondence as distinguished from the heading and close.
- (3) The **CLOSE** is all material below the last line of the body.

d. *Security classification.* Security classification markings must be affixed in accordance with the regulations of the office preparing the correspondence.

e. *Subject.* Military correspondence can deal with many subjects; a military letter should deal with one subject only.

F-4. Heading

a. *Contents.* The heading of a letter must always contain, as a minimum, subject to security considerations, the following items: the complete name, address, and telephone number of the individual; command office or agency preparing the letter; date; identifying references; subject; and addressee. The exact arrangement of these items is optional but should be such that each item is readily identifiable. Correspondence other than letters will contain as many of these heading items as is appropriate for the type of correspondence.

b. *Date.* The date will contain the day, month, and year in that order. The month will be spelled out or abbreviated and not indicated by number, for example, 10 December 1995, 10 Dec 95.

c. *Identifying reference.* The identifying reference is a combination of letters and/or numbers assigned by the originator to facilitate future identification of the correspondence.

d. *Subject.* The subject is a brief statement of the general content of the correspondence.

e. *Address.* The addressee is the authority/individual for whom the correspondence is intended. In the case of multiple addressees, the term *SEE DISTRIBUTION* may be used and the addressees shown elsewhere, or *Distribution List A* (or similar methods) may be shown where a standard set of distribution lists is used by the headquarters of the originator.

F-5. Body

a. *Paragraphing.* If the body of the correspondence contains two or more paragraphs, they will be numbered in sequence throughout the paper. Subparagraphs, when used, will be identified by letters and numbers within each paragraph as in figure F-1. When only one paragraph is used, it is not numbered, but its subparagraphs, if any, are identified as indicated below.

1.

a.

b.

(1)

(2)

(a)

(b)

2.

Notes:

1. Further subparagraphing, if required, should be in accordance with national or command practice.

2. The degree of indentation for paragraphs and subparagraphs, including that used for second and subsequent lines, is optional.

Figure F-1. Paragraphs

b. Parts, sections. Correspondence in which subjects are lengthy or require subdivision for clarity may be divided into parts, sections, or similar subdivisions as desired by the originator, the subdivisions being identified by Roman numerals, Arabic numerals, or capital letters. When this is done, the actual paragraph numbering sequence should still be continuous throughout to facilitate identification.

c. Group titles. Group headings may be used to head one or more paragraphs, which may or may not themselves be headed, relating to the same general subject. Group headings should be capitalized and underlined and should not be numbered.

d. Paragraph and subparagraph headings. Where it is desirable to give a paragraph or subparagraph a heading, this heading will be printed in lowercase letters (with the first letter of each major word capitalized), underlined, and placed in the first line of text.

F-6. Close

a. Contents. The close must always contain the signature block. The close will also contain a command or authority line when the signature block does not show the commander or authority by which the correspondence was issued.

b. Signature block. The signature block must always include a handwritten signature on the original, with the individual's name and rank (if military), typed, printed, or affixed by means of a rubber stamp on the original and all the copies. When the signing authority is not the one mentioned in the head of the correspondence, the signature block should contain the words *for, by delegation*, or the equivalent.

F-7. Supplementary documents

a. Annexes. Supplementary documents that amplify or explain the parent document are called annexes. They are used when the inclusion of all the detail in the body of the document would make it cumbersome. Annexes should—

(1) Be introduced or referred to in the body of the correspondence.

(2) Be lettered consecutively using uppercase letters in the order in which they appear in the text. A single annex is Annex A.

(3) Have their own subject headings.

b. Appendixes. Supplementary documents that amplify or explain annexes are called appendixes. They are used when the inclusion of all the detail in the annex would make it cumbersome. Appendixes should—

(1) Be referred to in the text of the present annex.

(2) Be identified with uppercase letters in alphabetical sequence (for example, Appendix A, Appendix B). Identify paragraphs within an appendix with an uppercase letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the paragraph within the appendix (for example, A-1, B-1, B-2). Tables or illustrations within an appendix will be identified with an uppercase letter and an Arabic number. The letter represents the appendix; the number represents the numerical sequence of the illustration or table in the appendix (for example, Figure A-1, Figure A-2, Table A-1, Table A-2).

c. Enclosures. Supplementary documents that are complete in themselves and are forwarded with military correspondence are referred to as enclosures. Enclosures may have their own annexes and appendixes.

d. Listing and identification. Documents that supplement a piece of correspondence are listed and briefly identified under a separate item either in the head or the close. Annexes and appendixes should refer to the parent paper so they can be identified.

F-8. Tabulation

It is frequently necessary to present information, especially in supplementary documents, in tabular form. In order to facilitate precise reference to items in a table, the insertion of amendments, lines, and columns will be identified as follows:

a. Lines (or where appropriate, individual items containing more than one line) with a serial number (Arabic numeral) in the left-hand column. If serials need to be subdivided, subserials will be identified in the same way as subparagraphs.

b. Columns (including those containing the serial number) with lowercase letters in brackets, which should be on a separate line below the column heading. The column heading itself need not be repeated on subsequent pages.

F-9. References

References to other correspondence may be listed either in the heading or in the beginning of the body of correspondence. When it is necessary to make reference to another document, identification will be in sufficient detail to avoid possible confusion. When referring to military correspondence, the reference will contain the following information: office of origin, identifying reference, date, and subject of correspondence.

F-10. Extracts

Extracts from a document are identified by the original chapter, article, and paragraph numbers, as appropriate but never by page numbers. When a document is translated or reprinted, the original chapter, article, and paragraph numbers are retained, but the page numbers may be changed.

F-11. Specific points

Specific points in tables or diagrams may need to be amplified by notes. These are normally placed at the foot of the document (or other convenient place) under the heading *Notes*. They are numbered consecutively in Arabic numerals, the series starting anew for each supplementary document. Attention is drawn to the relevant note by inserting the appropriate numeral in brackets immediately after the point.

F-12. Footnotes

Footnotes may also be used in the body of military correspondence and are useful for crossreferences or explanations that do not affect the substance of the paper. Lengthy footnotes should be avoided.

F-13. Abbreviations

a. Abbreviations are not normally used in military correspondence covered by STANAG 2066 if it is to be circulated between Allied Forces.

b. If abbreviations are used, the word or words abbreviated are to be written in full on first appearance, followed by the appropriate abbreviation in parentheses. Abbreviations standing for combinations of words are written in uppercase letters without spaces or punctuation, for example, Supreme Headquarters Allied Powers Europe (SHAPE).

c. Related documents dealing with abbreviations are as follows:

(1) NATO Handbook C(1), part III, contains the authorized short titles for NATO military commands and agencies.

(2) AAP-15 is a glossary of abbreviations in common use in NATO but does not constitute an authority for their use. The procedure in paragraph *b* above must be followed when such abbreviations are used.

(3) Agreed national distinguishing letters for use by NATO Forces are contained in STANAG 1059.

d. The use of military abbreviations is not precluded in particular cases and may be authorized from time to time.

e. See also AR 310-50.

Glossary

Section I Abbreviations

Abbreviations

ACP

Allied Communication Publication

ALARACT

all Army activities

APO

Army Post Office or Air Post Office

ARNGUS

Army National Guard of the United States

AR

Army regulation

ARSTAF

Army Staff

AUS

Army of the United States

AUTODIN

Automated Digital Network

CF

copy furnished

CDR, cdr

commander

CHAMPUS

Civilian Health and Medical Program of the Uniformed Services

CNWDI

critical nuclear weapon design information

COB

close of business

DA

Department of the Army

DAC

Department of the Army civilian

DAS

Director of the Army Staff

DCSPER

Deputy Chief of Staff for Personnel

DOD

Department of Defense

DSN

Defense Switched Network

encl

enclosure

FOUO

For Official Use Only

FPO

Fleet Post Office

FRD

formerly restricted data

GS

General Staff

HQDA

Headquarters, Department of the Army

IG

inspector general

MACOM

major Army command

memo

memorandum

MFR

memorandum for record

MOA

Memorandum of Agreement

MOU

Memorandum of Understanding

NATO

North Atlantic Treaty Organization

OCR

optical character reader

OER

officer evaluation report

OF

optional form

OSA

Office of the Secretary of the Army

POC

point of contact

RD

restricted data

SAB

subject as above

SF

standard form

SHAPE

Supreme Headquarters Allied Powers Europe

STANAG

Standardization Agreement

TDA

tables of distribution and allowance

TOE

table of organization and equipment

USA

United States Army

USAF

United States Air Force

USAR

United States Army Reserve

USMC

United States Marine Corps

USN

United States Navy

USPS

United States Postal Service

VCSA

Vice Chief of Staff, Army

Section II**Terms****Correspondence**

Includes all forms and formats contained in this regulation and other special purpose correspondence or forms used in conducting Army business. The correspondence may be produced, reproduced, or transmitted manually, electronically, or by magnetic media.

Flats

An envelope that is larger than 5 3/4 by 11 1/2 inches (letter size) is a "flat."

Form letter

Any of the following, when printed and stocked for recurring use

- a.* A letter.
- b.* A memorandum.
- c.* A postcard containing printed information (does not include postcard assigned a form number).

Letter

A format used for correspondence addressed to the President or the Vice President of the United States, members of the White House staff, members of Congress, Justices of the Supreme Court, heads of departments and agencies, State

governors, mayors, foreign government officials, and the public. This format may also be used for official personal correspondence, letters of appreciation or commendation, and letters of welcome.

Memorandum

A format for corresponding within and between activities of HQDA; between HQDA and other major commands; within and between major commands; to Department of Defense and Department of Defense activities; for routine correspondence to Government agencies outside the Department of Defense; and correspondence to other military Services unless another format is specified or required. The memorandum may be used for notification of personnel actions, military or civilian, to show appreciation or commendation for DA employees, and for forwarding nontransmitting forms, as an enclosure or attachment, outside the installation or command. Formal memorandums are used for correspondence that will be sent outside the headquarters, the command, the installation, or similar identifiable organizational elements. The informal memorandum will be used for correspondence that is internal to the headquarters, command, or similarly identifiable organizational elements.

Memorandum of Agreement (MOA)

A prescribed format for documenting mutually agreed to commitments.

Memorandum for Record (MFR)

A prescribed format used to furnish information not requiring action.

Memorandum of Understanding (MOU)

A prescribed format for documenting mutually agreed to statements of facts, intentions, procedures, and/or parameters for future actions and matters of coordination.

Organizational e-mail

Organizational e-mail documents the command's business and/or expresses the will of the commander.

Section III

Special Abbreviations and Terms

This publication uses the following abbreviations, brevity codes, and acronyms that are not contained in AR 310–50.

AMS

Address Management System

e-mail

electronic mail

fwd sep

forwarded separately

KSARNG

Kansas Army National Guard personnel

P.S.

Postscript

PSC

Personnel Servicing Center

SCG

Security Classification Guide

ZIP

Zone Improvement Plan

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**Information Management: Records
Management**

Official Mail and Distribution Management

**Headquarters
Department of the Army
Washington, DC
30 November 1992**

Unclassified

SUMMARY of CHANGE

AR 25-51

Official Mail and Distribution Management

This regulation combines all policy relative to the Army official mail mission. Significant changes in this revision include reorganization of the regulation's contents; discontinued use of official mail cost codes; and establishment of policies for prepaid postage. Specifically this regulation--

- o Implements DODD 4526.6 (Single Manager for Military Postal Service), and incorporates DOD 4525.8-M (DOD Official Mail Manual) within the Army and complies with CFR 41 (para 1-1).
- o Implements policies for the prepayment of U.S. Army official mail postage (para 1-6).
- o Indicates new training requirements and eliminates Army use of penalty indicia and attendant official mail cost codes (para 1-6b).
- o Authorizes inspection and access to official mail and distribution centers (para 1-7d).
- o Establishes authorized mail preparation procedures and policies (chap 2, sec II).
- o Contains policies for the DOD Official Mail Cost Control Program (OMCCP), which addresses the use of postage meters, mailing permits, special mail services, and postage stamps (chap 2, sec III).
- o Supersedes RCS: AG-881 and establishes DA Form 7224-R (Quarterly Positive Accountability Postage Administrative System), DA Form 7224-1-R (Advance Deposit Trust Account (ADTA) Worksheet), and DA Form 7224-2-R (Private Carrier Worksheet) for tracking and reporting postage usage. Forms may be generated electronically or manually (para 2-9).
- o Expands reporting requirements to include Private Carrier and Hostile Operation usage (para 2-9).
- o Establishes reporting dates for Headquarters, Department of the Army, major Army command and installation Positive Accountability Postage Administration System Reports (para 2-9).
- o Indicates a change of address to whom the consolidated major Army command Positive Accountability Postage Administration System Reports are forwarded (para 2-9).
- o Requires that all addresses be typed (para 2-12a). All addresses indicated in this regulation have been converted to the new Army format that complies with current United States Postal Service requirements (para 1-12a).
- o Incorporates policies for correspondence distribution management and mailing procedures for certain U.S. Army activities and U.S. citizens overseas (chap 4).

Effective 30 December 1992

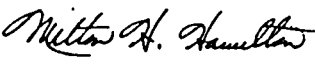
Information Management: Records Management

Official Mail and Distribution Management

By Order of the Secretary of the Army:

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

Official:


MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

History. This regulation was originally published on 30 November 1992. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This regulation implements DODD 4525.6 and incorporates DOD 4525.8-M with changes within the Army. It contains policy on carrying out the DOD Official Mail Cost Control Program and the Department of the Army Official Mail and Distribution Management Program. It addresses the

use of postage meters, mailing permits, special mail services, postage stamps, correspondence distribution management, mailing procedures for certain U.S. Army activities and U.S. citizens overseas, and street addressing of correspondence.

Applicability. This regulation applies to the Active Army, the Army National Guard, the U.S. Army Reserve, and the U.S. Army Reserve Officer Training Corps Cadet Command. This regulation does not apply to postal operations described in AR 600 series, AR 25-11, or DOD 4525.6-M volumes I and II. This regulation applies during partial and full mobilization.

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published in a DA Circular 11-series.

Supplementation. Supplementation, of this regulation is prohibited without prior approval of POLICY DIRECTORATE, ATTN

SAIS IDP, DEPARTMENT OF THE ARMY, THE PENTAGON, WASHINGTON DC 20310-0107.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is Director of Information Systems for Command, Control, Communications and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to the POLICY DIRECTORATE, ATTN SAIS-IDP, DEPARTMENT OF THE ARMY, THE PENTAGON, WASHINGTON DC 20310-0107.

Distribution. Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 5372, intended for command levels A, B, C, D, and E, for Active Army, Army National Guard, and U.S. Army Reserve.

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* This regulation supersedes AR 340-3, 29 March 1985; AR 340-5, 15 August 1979; AR 340-25, 3 November 1986; and RCS AG-881. It also rescinds OF Form 250, March 1975; DA Form 2740, March 1969; DA Form 2740-1, November 1963; and DA Form 4509-R, March 1984.

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Chapter 1 Introduction

1-1. Purpose

This regulation complies with section 6, part 201, 41 Code of Federal Regulations (41 CFR 201-6), and establishes—

a. The requirement for appointing official mail managers (OMMs).

b. Policies for the management of internal correspondence distribution operations, including processing of controlled mail.

c. Policies for addressing, handling, and transmitting mail to U.S. Army elements and activities, unified commands, and certain U.S. citizens located or residing outside continental United States (OCONUS).

d. The Department of the Army (DA) Official Mail and Distribution Management Program (OMDMP). The objectives of the Army OMDMP are to—

(1) Reduce the overall cost to prepare, process, and distribute correspondence.

(2) Reduce the cost of official mail.

(3) Establish the legal requirements for using the United States Postal Service (USPS) for certain classes of mail.

(4) Establish guidelines for the distribution of internal correspondence and routing guides.

(5) Establish guidelines for checking the efficiency of official mail and distribution centers.

(6) Establish guidelines for controlling correspondence and mail.

(7) Establish guidelines for the organization and design of official mail and distribution centers.

(8) Establish authorized mail preparation procedures and policies.

(9) Authorize inspection and access to official mail and distribution centers.

1-2. References

Required and related publications, and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) will—

(1) Establish the DA OMDMP.

(2) Implement the DA official mail cost control program (OMCCP) as part of the OMDMP.

(3) Act as the Army's single point of contact with the MPSA for official mail.

(4) Provide policy formulation, programs, goals, and standards for official mail and distribution services for U.S. Army organizations and certain personnel stationed overseas.

b. The Assistant Secretary of the Army (Financial Management) (ASA(FM)) is responsible for financial resources management policies, policy formulation, programs, goals, and standards for the OMDMP, per AR 10-5, paragraph 2-7.

c. The Assistant Secretary of the Army (Research, Development, and Acquisition) (ASA(RDA)) is responsible for contracting and acquisition management policies, policy formulation, procedures, programs, goals, and standards for the OMDMP, per AR 10-5, paragraph 2-9.

d. Principal official of Army Staff agencies will appoint an internal activity OMM to manage the official mail and distribution programs within their organizations.

e. The Deputy Chief of Staff for Personnel (DCSPER) will establish postal operations policies related to the processing of personal mail.

f. The Commanding General, U.S. Total Army Personnel Command (CG, PERSCOM) will, for the DCSPER, establish standards and operating tasks for the Postal Operations Program.

g. Commander, U.S. Army Information Systems Command (USAISC), in addition to major Army command (MACOM) responsibilities outlined in *I* below, will—

(1) Execute the OMDMP for the Army.

(2) Serve as the Army OMM.

(3) Be the single point of contact with the DISC4 on official mail policy matters.

(4) Develop and recommend Army policies and procedures for official mail and distribution functions.

(5) Develop and issue instructions to ensure that proper mailing procedures are used for U.S. Army organizations and certain personnel stationed overseas.

h. Commanding General, U.S. Army Training and Doctrine Command (TRADOC) in addition to MACOM responsibilities outlined in *I* below, will—

(1) Designate, within TRADOC, a proponent responsible for Army official mail doctrine, organization, and training.

(2) Formulate official mail management doctrine for the Army.

i. MACOM commanders are responsible for the management, organization, and implementation of the Army official mail program at all installations and military communities assigned to their commands; they will discharge this responsibility by dealing directly with commanders of assigned installations and military communities or by dealing through major subordinate commanders (MSCs). MACOM commanders will—

(1) Centrally manage the MACOM official mail program.

(2) Ensure that their official mail program supports their primary mission and the mission of their assigned installations and MSCs.

(3) Coordinate command official mail policy and operational matters with Headquarters (HQ), USAISC.

(4) Appoint a MACOM OMM within the office of the Deputy Chief of Staff for Information Management (DCSIM), for overall program management within the command. The Army National Guard (ARNG) is not required to appoint OMMs below the State level.

(5) Fund the official mail program for their command, including their assigned installations and MSCs.

(6) Provide the training required by DOD 4525.8-M to the OMM at MACOM, MSC, and assigned installations.

j. Installation commanders will—

(1) Centrally manage the installation official mail program.

(2) Appoint an installation OMM within the office of the Director of Information Management (DOIM), in writing, as installation OMM for overall program management within the installation, including DOD and Army tenant activities. The DOIM may subdelegate this authority as necessary. The subdelegation will be in writing. (See AR 5-3, para 4-8, and AR 25-1, para 4-3 a (4) through (6).)

(3) Establish a single Official Mail and Distribution Center (OMDC) on the installation to receive, process, dispatch, and deliver incoming and outgoing official mail and distribution.

(4) Provide official mail support to all DOD and Army tenant/satellite activities as a common service function per AR 5-16, paragraphs 1.B.3.a, 1.B.7, and 1.B.12, and AR 37-49, paragraph 5.

(5) Initiate installation service support agreements with all non-Army tenant/satellite activities that the garrison support, per AR 5-16.

(6) Budget, fund, and execute the official mail program for their installation and all tenant/satellite activities. Tenant activities using less than \$10,000 in postage and fees annually will be supported by the host installation. Tenants using \$10,000 or more are responsible for paying the entire amount used.

(7) Consolidate outgoing mail at a single metering point.

(8) Ensure that official mail funds are expended in accordance with installation policies and procedures.

(9) Ensure that units under their command, upon deployment, have the necessary equipment and stamps as required in paragraph 2-27, this regulation, and CTA 50-909.

(10) Provide the training required by paragraph 1-7 b, below, to the installation and tenant OMMs, newly assigned personnel, secretarial, clerical, and administrative personnel at their installations.

(11) Ensure that each individual who prescribes, creates, designs, or prepares official pieces for mailing or distribution will comply with this regulation.

k. Official mail management for National Guard units will be handled in one of the following ways:

(1) If the OMDMP funding for the National Guard currently resides in the installation's funding base, that installation will continue to pay the bill.

(2) If the National Guard is acting in a CAPSTONE role, it is considered Active Army and will be treated as an Army tenant. If it resides on an installation, the installation pays the bill. If it resides off post, the National Guard Bureau (NGB) pays the bill.

(3) If a National Guard unit is acting in other than a CAPSTONE role, and it is located off post, the official mail bill is paid by the NGB.

(4) If a National Guard unit has recently moved on post, and the installation OMDMP does not have the unit in its funding base, the NGB will provide reimbursement until a budget transfer can be effected from the NGB to the host MACOM.

(5) If the cost of managing the National Guard OMDMP funding is greater than the amounts to be transferred; exceptions should be granted on a case-by-case basis.

l. Tenant activity commanders are supported by the installation garrison. Tenant activity commanders will—

(1) Appoint a point of contact for official mail management to assist the installation OMM in carrying out official mail duties within the tenant activity.

(2) Coordinate official mail requirements with the installation OMM.

(3) Ensure that all large mailings are coordinated with the installation OMM.

(4) Ensure receipt of—

(a) Support per AR 5-16, chapter 1.

(b) Non-reimbursable support upon the transfer to the Army of the budget authority for the activity's official mail program.

m. Figure 1-1 illustrates the DOD/Army official mail policy and operational channels.

1-5. Department of the Army Official Mail and Distribution Management Program

a. The USPS will be used as the carrier of first-class official mail in accordance with 30 USC 601-6 and 39 CFR 310, hereinafter referred to as the private express statutes. (See para 2-4.) Other classes of mail may be transported by private carriers other than the USPS.

b. Official matter will move at the lowest postage and fees cost to meet the required delivery date, security, and accountability requirements.

c. First-class mail, as covered by the private express statutes, will move as regulated by the USPS Domestic Mail Manual (DMM).

d. Prepaid postage replaces the use of penalty indicia. Standard penalty indicia, "Postage and Fees Paid, Department of the Army, DOD-314," is not authorized for use within DA. It is no longer valid and will not be accepted by the USPS. Use of Official Mail Accounting System (OMAS) codes is rescinded.

e. DA official mail costs shall be managed through the OMDMP.

f. Use of USPS services will be coordinated with local USPS postmasters or account representatives. USPS service will be provided in accordance with USPS publication 38A. OCONUS activities will coordinate official mail service through the local Military Post Office (MPO).

g. Single OMDC preparation procedures and processing will be integrated to ensure optimum use of personnel, equipment, and postage cost reduction practices such as consolidated mailings, presort discounts, permit mailings, and drop-shipments. Each installation will have only one OMDC that processes outgoing and incoming mail and distribution. The OMDC will provide sorting of official mail and distribution, meter all outgoing official mail, and deliver official mail and distribution to the administrative office of each organization on the installation that is authorized official mail

services. Internal distribution of official mail and distribution within an organization is the responsibility of that organization. Outgoing distribution and official mail, properly packaged and prepared for metering or distribution, will be gathered internally within such offices and passed to the OMDC courier for further processing.

h. Report unauthorized use, loss, or theft of appropriated fund postage to your commander. (See paras 2-21, 2-22, and 2-23.)

i. Outgoing official mail will not be addressed to "Resident," "occupant," or similar forms of address.

j. Only prepaid permit indicia, commercial meter strips, or commercial postage stamps may be placed on addressed items. (See para 2-27 for the use of commercial postage stamps.) Neither Business Reply Mail (BRM) nor Merchandise Return Service (MRS) permit numbers will be placed on unaddressed items. Addresses for BRM and MRS must be preprinted on the mailing piece. (See the DMM, sections 917 and 919, respectively.)

k. Functional proponents of DA regulations and directives that authorize or require official mail postage will coordinate with ODISC4, ATTN: SAIS-IDP, WASHINGTON, DC 20310-0107 prior to publication.

1-6. Program administration

a. OMM appointments.

(1) Army Secretariat and Headquarters, Department of the Army (HQDA) Staff elements. MACOMs, USARC, the numbered Armies in the continental United States (CONUSAs), MSCs, Major U.S. Army Reserve Commands (MUSARCs), and installations will appoint OMMs below the State level. Assistant OMMs (AOMMs) may be appointed to perform the OMM duties when the OMM is absent. The OMM appointment will be made in writing and shall include the appointee's official address, electronic mail (E-mail) address, and telephone number. Appointments will be made per DA Pamphlet 600-8, paragraph 9-15, using the informal memorandum. Copies will be distributed and filed as follows:

(a) Army Secretariat and HQDA Staff element OMMs provide copies to their servicing OMDC.

(b) Installation OMMs provide copies to the MACOM OMMs and the Installation Director of Resource Management (DRM).

(c) MACOM OMMs provide copies to the DA OMM, POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000.

(d) USARC, CONUSAs, MSCs, and MUSARCs provide copies to the next higher echelon of command.

(2) When application of postage is contracted, the contracting officer's representative will ensure that the contractor's quality of performance meets all requirements of this regulation.

(3) Frequent changes of OMMs will be avoided. When changes are necessary, enough overlap should be provided so that the new OMM becomes thoroughly familiar with the duties before the incumbent departs.

b. OMDMP training requirements.

(1) Secretaries; clerk-typists; personnel producing forms, publications, and periodicals; OMDC personnel; and OMMs will receive training within 4 months after assignment to the installation in the following subjects:

(a) Private express statutes.

(b) Material that cannot be mailed.

(c) Classification of mail.

(d) Special postal services and discounts.

(e) International mail requirements.

(f) Postage and fees required.

(g) Penalties for private use of official mail.

(h) Protection of mail.

(i) Performing mail surveys.

(j) Addressing mail.

(k) Cost-saving methods to include other methods of communicating and shipping material.

(2) Training objectives will be continuously reinforced by routine distribution of current postal information.

(3) OMMs and OMDC personnel who determine the amount of postage to be placed on official mail will receive additional formal

training on items listed in *b* (1) above. This requirement can be met through locally developed courses based on technical information available through local USPS officials and attendance at the local and national postal forums conducted by USPS. Developing and obtaining this training is the responsibility of the installation training element.

c. OMDMP supervision requirements.

(1) All OMMs will—

(a) Assure that users know when and how to contact their OMM.

(b) Supervise mailing procedures.

(c) Report misuse of official mail in accordance with paragraphs 1–5 *h*, 2–21, 2–22, and 2–23.

(d) Establish controls on postal expenditures to create a cost-effective mail management program.

(2) MACOM, MSC, USARC, CONUSA, MUSARCs, and installation OMMs will—

(a) Keep the commander informed on the effectiveness of the OMDMP and problem areas. They will represent the commander with the command's personnel, higher commands, and local USPS or MPOs.

(b) Supervise the activity's OMDMP.

(c) Annually contact, assist, guide, and discuss mailing requirements with activities which produce forms, publications, and periodicals. A record of these discussions should be kept to make future inspections easier (see para 1–6 *d* for inspections).

(d) Analyze the use of postage and initiate procedures for more cost-effective usage.

(e) Establish proper control and auditing measures in overseas locations if host country postage is procured and used.

(f) Know their USPS account representative and other appropriate USPS officials.

(g) Whenever possible, belong to and attend meetings of the local USPS-sponsored Postal Customer Council.

(3) Installations or equivalent OMMs will—

(a) Inspect incoming mail at least once a week and report deficiencies to the responsible organization.

(b) Inspect outgoing mail at least once a week at the final preparation point to ensure proper preparation and to determine which policies and procedures need additional emphasis. Items containing errors or deficiencies in preparation will be returned to the sending organization for correction. (See chap 2 for preparation instructions.)

(c) Monitor spoiled meter postage instances to reduce their occurrence and to ensure proper disposition. (See para 2–28 *g*.)

(d) Maintain liaison with appropriate supply and procurement activities to ensure that ordered and stocked postal-related items such as envelopes, cards, and labels meet the requirements of this regulation and the USPS.

(e) Order, verify shipments, safeguard, and issue postage stamps when use is authorized, per paragraph 2–27.

d. OMDMP inspections. To comply with the requirements of AR 11–2 for internal management controls—

(1) The Army OMM will conduct a survey of MACOM official mail operations every 3 years.

(2) MACOMs, MSCs, USARC, CONUSAs, MUSARCs, and intermediate commands will inspect internal headquarters, subordinate installations and activities official mail programs and operations every 3 years. The inspections may be combined with other inspections and staff assistance visits.

(3) DCSIM/DOIM OMMs will inspect all of the installation OMDC operations annually. These inspection reports will be filed and made available for review during MACOM and inspector general inspections, and staff assistance visits.

(4) The internal control review checklist for official mail will be used for inspections.

e. OMDMP surveys and tests. Surveys and tests may be required periodically to determine the transit time and the volume of official mail, by class and special postal service, being entered into the

USPS. When surveys are directed, the originator provides instructions. Recipients of test mail surveys will return the surveys immediately.

1–7. Official mail in hostile environment or mobilization

a. Under the OMDMP, the area commander in chief (CINC) is considered the host installation. Army activities in the area of operations will comply with the CINC's instructions for official mail.

b. In the event of limited theater hostilities or general mobilization—

(1) Intertheater mail will continue to be moved using the “DOD Official Intra theater Mail” procedures. (See DOD 4525.8–M, chap 3, para J.4 for procedures.)

(2) Intertheater mail will continue to be posted with postage stamps and postage meters as long as possible before switching to Postage Due Penalty Mail procedures. (See DOD 4525.8–M, chap 4, para C for procedures.)

(3) Postage stamps will be used when OMDCs can no longer use postage meters due to—

(a) Lack of electricity.

(b) Equipment failure.

(c) Postal personnel are no longer available to set meters.

(4) All official mail postage meters will be checked out of service when MPO financial transactions are terminated.

(5) Postage Due Penalty Mail will be used on all intertheater mail when postage meters or stamps cannot be used or are not available. Official mail from hostile operations areas will not be refused by the receiving OMDC.

c. As such situations stabilize—

(1) Postage stamps will replace Postage Due Penalty Mail as soon as possible and practical.

(2) Postage meter use will be resumed as soon as possible and practical.

d. Disposition of postage stamps.

(1) When use of postage stamps is no longer possible, return existing inventory to host installation.

(2) When capture is imminent, destroy all postage stamps.

e. Disposition of postage meters.

(1) If time permits, follow the normal procedures for checking meters out of service and returning the meter to USPS or the manufacturer, as appropriate.

(2) When capture or loss is imminent, destroy the meter, if possible.

(3) Report destruction, capture, or loss to the next higher headquarters. Higher headquarters will, in turn, report this information through command channels to OFFICIAL MAIL OFFICE, ATTN MPSA OMM, MILITARY POSTAL SVC AGENCY, 2461 EISENHOWER AVE, ALEXANDRIA VA 22331–0006.

1–8. The OMDC organizational pattern

The OMM must have a firm base upon which to build the Official Mail and Distribution Program. Managers may place more and more responsibility for distribution operations and services upon full-time OMDC staff. The manager also has more flexibility to decentralize certain responsibilities involving outgoing correspondence to the individual action offices preparing the correspondence. When planning the distribution service for an agency, ensure that incoming and outgoing correspondence and mail flow smoothly, with a minimum of processing steps.

a. Organize available personnel and facilities.

b. Assign responsibility for operations which includes a minimum of readings, delays, and handling points.

c. Designate mail distribution clerks and messengers. Personnel selected for mail and distribution handling must possess the same qualifications as indicated in DOD 4525.6–M, Volume II. Personnel must possess a secret clearance per AR 380–5, chapter VII.

d. Train mail distribution clerks and messengers.

OFFICIAL MAIL POLICY AND OPERATIONAL CHANNELS

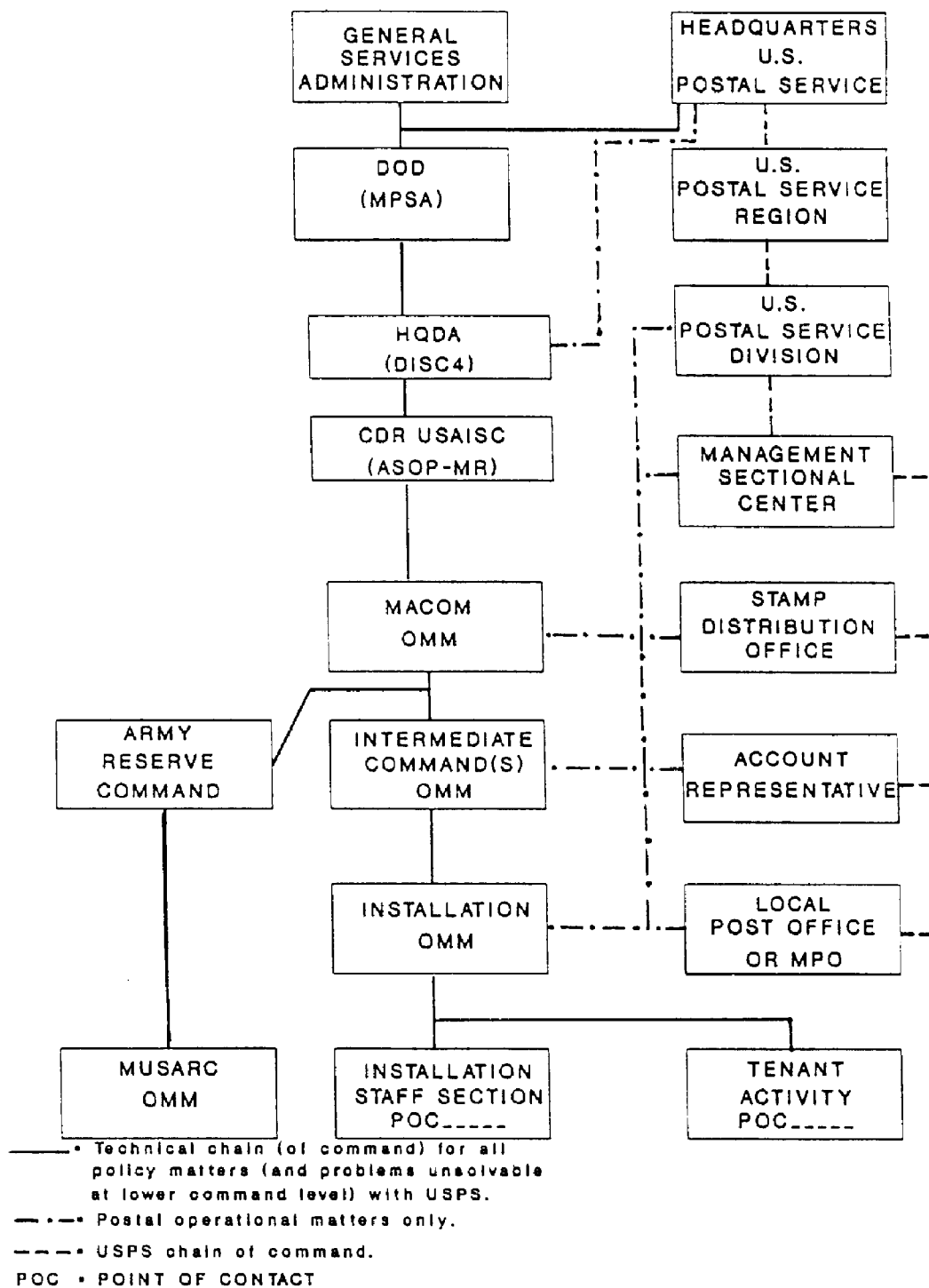


Figure 1-1. Official Mail Policy and Operational Channels

Chapter 2 Official Mail

Section I

Use of Official Mail Resources

2-1. Official mail attributes

U.S. Army official mail is—

- a. Paid by appropriated funds.
- b. Authorized only for business pertaining solely to the U.S. Federal Government.
- c. Used per the private express statutes to transfer information by—
 - (1) The USPS when the postage and fees are prepaid.
 - (2) Private carriers when—
 - (a) The postage and fees are prepaid.
 - (b) The postage and fees are billed.

2-2. Personal mail

Personal mail is any correspondence which does not pertain solely to the business of the U.S. Government. Personal mail may be delivered through the OMDC if it meets the criteria of paragraph 2-40 b (4).

2-3. Military post offices

Official mail moves within the Postal Operations Network under the provisions of AR 600-8-3.

2-4. Private express statutes

- a. The U.S. Army will comply with all provisions of the private express statutes.
- b. The USPS will be used for all U.S. Army—
 - (1) First-Class official mail as defined by the DMM.
 - (2) Non-First-Class official mail when rates are less than or equal to private carrier rates.
- c. Private carriers may be used for all U.S. Army First-Class official mail when—
 - (1) Appropriate USPS postage is affixed.
 - (2) A written agreement exists between the Army or the carrier, and the USPS.
 - (3) There is no charge by the carrier.
 - (4) The delivery time of the private carrier is shorter than the delivery time of the USPS.
- d. Private carriers will be used when their Non-First-Class rates are less than USPS rates.
- e. Control of Army official mail matter may be transferred to an individual or organization who is not the addressee, the addressee's agent, or Army/DOD personnel when the official mail matter—
 - (1) Is en route to or from the USPS.
 - (2) Does not leave the military/DOD installation.
 - (3) Has USPS postage paid and affixed, if the individual is delivering the mail in lieu of using the USPS, the mail is addressed to a location not on the same military DOD installation.

2-5. Search and seizure

USPS inspection, search procedures, and postal laws apply to official matter only while it is mail. Official matter may be searched or seized by OMMs—

- a. Before outgoing official mail items—
 - (1) Are postmarked by a postage meter.
 - (2) Bearing postage stamps or permit imprints are placed in a USPS mail box or placed under control of USPS, or their representative, whichever occurs first.
- b. After control of incoming official mail items passes from USPS, other private express carriers, or their representative to representatives of the addressee.

2-6. Penalties for non-compliance

Violation of the private express statutes may subject the offender to

administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal law.

2-7. Penalty for private use

The personal use of any official envelope, label, or endorsement authorized by law, in order to avoid the payment of postage, may subject the offender to administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal law. See DOD 4525.8-M, chapter 4, for penalties for the misuse of penalty indicia items.

2-8. Accounting for Army official mail funds

Official mail funds will be accounted for per Army resource management regulations, policies, and procedures. Postage stamps are negotiable instruments and will be accounted for as such. All installation or equivalent OMMs will coordinate all official mail and distribution matters with the installation or equivalent DRM. As a minimum, Advance Deposit Trust Account (ADTA) and meter balances will be inspected at the end of the fiscal year to ensure that funds remaining do not exceed 30 days estimated usage. Trust accounts will not be routinely used to replenish postage meters.

2-9. DA Form 7224-R, DA Form 7224-1-R, and DA Form 7224-2-R

- a. Information on official mail expenditures will be maintained by—
 - (1) The installation for all installation and subinstallation expenditures.
 - (2) The MACOM for all MACOM expenditures, based on information provided by all MSCs and installations.
 - (3) The Army OMM, based on information provided by all MACOMs.
- b. Information on official mail expenditures for USPS and private carrier services will be provided by fiscal quarter—
 - (1) To the MACOM OMM by the installation or subordinate element OMM responsible for the application of postage to official mail per the following schedule:
 - (a) For the First Quarter, not later than 15 January.
 - (b) For the Second Quarter, not later than 15 April.
 - (c) For the Third Quarter, not later than 15 July.
 - (d) For the Fourth Quarter, not later than 15 October.
 - (2) The MACOM consolidated report will be sent by the MACOM OMM to the Army OMM in accordance with the following schedule:
 - (a) For the First Quarter, not later than 1 February.
 - (b) For the Second Quarter, not later than 1 May.
 - (c) For the Third Quarter, not later than 1 August.
 - (d) For the Fourth Quarter, not later than 1 November.
 - (3) The Army consolidated report will be sent by the Army OMM to the DOD OMM, with a copy furnished to POLICY DIRECTORATE, ATTN SAIS-IDP, HQDA, THE PENTAGON, WASHINGTON DC 20310-0107, in accordance with the following schedule:
 - (a) For the First Quarter, not later than 28 February.
 - (b) For the Second Quarter, not later than 31 May.
 - (c) For the Third Quarter, not later than 31 August.
 - (d) For the Fourth Quarter, not later than 30 November.
- c. The OMM will report official mail expenditures for USPS and private carrier services on a DA Form 7224-R (Quarterly Positive Accountability Postage Administrative System). This information will be based upon reporting data provided by the MACOM OMMs. A copy of DA Form 7224-R is located at the back of this regulation for local reproduction on 8½ by 11-inch paper. Additionally, DA Form 7224-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-R-E and the date will be the same as the date of the current edition of the printed form. See figure 2-1 for an example and instructions for completing a DA Form 7224-R.

d. DA Form 7224-1-R (Advance Deposit Trust Account (ADTA) Worksheet), will be used for tracking ADTA deposits and withdrawals. This information will be maintained at all Army official mail and distribution centers. It will be used to reconcile ADTA purchases and balances with the USPS and the local finance and accounting office. A copy of DA Form 7224-1-R is located at the back of this regulation for local reproduction on 8½- by 11-inch paper. Additionally, DA Form 7224-1-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-1-R and the date will be the same as the date of the current edition of the printed form. See figure 2-2 for an example and instructions for completing a DA Form 7224-1-R.

e. Information on official mail expenditures for services provided by private carriers, in compliance with the private express statutes, will be maintained at all Army OMDCs on DA Form 7224-2-R (Private Carrier Service Worksheet). A copy of DA Form 7224-2-R is located at the back of this regulation for local reproduction on 8½- by 11-inch paper. Additionally, DA Form 7224-2-R may be electronically generated. The electronically generated form must contain all data elements and follow the exact format of the existing printed form. The form number of the electronically generated form will be shown as DA Form 7224-2-R-E and the date will be the same as the date on the current edition of the printed form. See figure 2-3 for an example and instructions for completing DA Form 7224-2-R.

Section II Mail Preparation

2-10. Mail entry and labeling requirements

All official mail entering the USPS postal system will be prepared according to instructions provided in the USPS Publication 25, the DMM, and the USPS International Mail Manual (IMM) as appropriate. If additional guidance is needed, contact the OMM. All official mail entering private carrier systems will comply with instructions issued by the private carrier. If additional guidance is needed, contact the OMM. Labels may be used for addressing letter-sized mail. DA Label 18 (Mailing Label) and DA Label 18-1 (Mailing Label without Indicia (PINFEED)) may be used for addressing non-letter-sized mail.

2-11. Envelopes

a. *Conservation.* Use the smallest envelope possible. Do not use large envelopes for correspondence of six pages or less unless contents warrant otherwise; for example, certificates, officer efficiency reports (OERs), and other items that may not be folded. Official mail and distribution center personnel should report all misuse of envelopes to proper management personnel.

b. *Envelope size.* Do not use cards or self-mailers less than 3½ inches in width (height) or 5 inches in length.

c. *Intra-installation mail.* Do not use stamped envelopes for sending or remailing correspondence to an organization located within the same building or installation.

d. *Inter-installation mail.* Do not use printed and or stamped or metered envelopes to mail or remail correspondence from one installation to another when the correspondence is carried by a DOD employee, or contract carrier. Use Standard Form (SF) 65A, 65B, or 65C (U.S. Government Messenger Envelope).

(1) Non-DOD personnel may carry Army non-First-Class official mail from one installation to another.

(2) Any First-Class official mail carried by non-DOD personnel from one installation to another must have the appropriate USPS First-Class postage affixed.

e. *Use of officially stamped envelopes or metered mail.* The use of official envelopes or official mail funds (39 USC 3204) is restricted to Army personnel (DOD civilian and active duty military, and Government contractors, when specified in the contract) for official mail. They are to be used only to conduct business related to

the mission of the Army or to the agency cited in the return address. The personal use of official indicia envelopes or metered mail is prohibited, except as indicated below. Offenders are subject to administrative sanctions, action under the Uniform Code of Military Justice, or penalties under other Federal Law.

(1) EXCLUSIVE FOR information is correspondence containing sensitive or privileged information that the writer desires to convey to the addressee without access by, routing through, or distribution to a third party. EXCLUSIVE FOR and the name of the individual will be typed or hand printed in the lower left corner of the mailing envelope outside of the USPS optical character reader and bar code area. (See AR 25-50, paras 1-19 and 6-18.)

(2) Correspondence or mail containing information covered by the Privacy Act. Mark envelopes containing Privacy Act information to preclude opening by anyone other than the addressee or his or her designated representative. Mark envelopes in accordance with the provisions of AR 25-55, chapter 1, section 5.

(3) Individual Government paychecks and bonds.

f. *Dispatch of personal correspondence or mail.* The use of official distribution systems for dispatching personal correspondence or mail is prohibited except for certain U.S. citizens overseas. (See paras 2-21, 2-22, 2-23, and chap 4.)

g. *Sealing correspondence.* Correspondence is subject to inspection by the installation OMM. Correspondence that has been inspected will be resealed by the OMM. Exceptions are correspondence protected by the Freedom of Information Act (FOIA), Privacy Act, or EXCLUSIVE FOR information, or classified material prepared for mailing per AR 380-5, chapter VIII.

h. *FOIA requests.* All FOIA requests will be marked on both sides on both letter and envelope per AR 25-55, paragraph 1-503 b

2-12. Addresses

Addresses will be typed.

a. *Format.*

(1) The proper method of addressing mail and envelopes for dispatch through USPS mail channels is shown in figure 2-4.

SALES DEPARTMENT MANAGER
ABC ELECTRONICS
123 N OAK STREET
PARIS IL 61944-1230

DCS FOR INFORMATION
ATTN FCJ6 O
123 MAGNOLIA STREET
FT MCPHERSON GA 30330-6123

CHIEF OF CHAPLAINS
2700 ARMY PENTAGON
WASHINGTON DC 20310-2700

MR THOMAS CLARK
117 RUSSEL DRIVE
LONDON WIP6HQ
ENGLAND

MS C P APPLE
APARTADO 3068
46807 PUERTO VALLARTA, JALISCO
MEXICO

Figure 2-4. Addressing format

(2) "Consolidated mail" or "CM" will be placed immediately below the return address on consolidated mailings. These containers are to be opened and sorted in the receiving OMDC.

(3) First-Class mail containing classified information per AR 380-5 will be marked POSTMASTER: ADDRESS CORRECTION REQUESTED/DO NOT FORWARD on the front of the envelope in the lower left corner, stamped in black ink approximately ¼ inch in size or larger than typed text.

b. *Addressing to an individual.* Official correspondence or mail will not be addressed to individuals by name except as authorized in AR 25-50, paragraph 6-17 c .

c. *Office symbols.* Use office symbols of addressees to ensure proper distribution of mail. When it is necessary to send attention line correspondence to an individual, the sender will ensure that—

- (1) The individual is present to accept.
- (2) The action is exclusive for the individual.
- (3) There is no short deadline or suspense to be met.

d. *Return address.* Place the complete return address in the upper left corner of all labels and envelopes. The return address will be prepared per DMM, section 122. The statement“ Penalty for Private Use, \$300 ” will not be used by the Department of the Army. Proper format is shown in figure 2-5.

CDR USAG
61801 ARIZONA STREET
FT HUACHUCA AZ 85613-5080

Official Business

Figure 2-5. Return address format

2-13. Zone Improvement Plan (ZIP) codes

a. *The ZIP+4 code.* The ZIP+4 code is the standard ZIP code format for the Army. Its use, when the USPS has assigned one, is mandatory in both return and delivery addresses. When the ZIP+4 code has not been assigned, use of the 5 digit ZIP code is mandatory. The MPSA/Military Departments assign the last four digits for MPO addresses. Installations assign all others in coordination with the local postmaster.

b. *Foreign postal codes.* Mail destined for foreign countries not addressed to MPOs will have the destination—

(1) Country code and city placed on the next to the last line of the address as shown in the IMM. Obtain foreign postal codes from the local USPS.

(2) Country spelled out on the last line of the address.

(3) USA will be indicated as the last line of the return address. Undeliverable foreign mail cannot be returned unless the country of origin is stated in the return address.

2-14. Packaging

All official mail matter entering the USPS system will be packaged and presorted per the requirements of the DMM. (See DMM, exhibits 121.3 a through f.) Consult the local USPS account representative for further advice, if required.

a. Correspondence too bulky to be placed in envelopes will be put in adequate containers and properly wrapped and sealed to avoid damage and ensure delivery.

b. All official mail packages will be closed and reinforced prior to release to the USPS or a private carrier.

c. Consult AR 380-5, paragraph 8-200, for packaging classified mail.

2-15. Dispatching

Limit dispatch operations in the official mail and distribution center to—

- a. Metering outgoing official mail.
- b. Ensuring that outgoing mail is official in nature.
- c. Consolidating outgoing correspondence by type, and bundling and forwarding to the post office.

d. Ensuring that the most cost effective legal method of transportation has been selected.

2-16. Consolidated mail

Consolidate and forward correspondence addressed to a single addressee or installation in one envelope or DOD official mail bags, where possible.

a. *Containers.*

(1) The proper selection of the container is critical to the success of consolidated mailings. See the DMM for tips on package preparation. The container must—

(a) Be inexpensive, lightweight, yet strong enough to protect its contents in transit.

(b) Fit closely around the contents to minimize their movement.

(2) USPS-owned pouches will not be used as a container for consolidated mailings.

b. *Preparation.*

(1) Individual consolidated mail shipment will be packaged as required by the DMM for the appropriate class of mail and applicable postal services.

(2) First-Class mail should be consolidated in a separate container from non-First-Class mail. However, non-First-Class mail may be combined with First-Class mail only when cost effective, and the postage is paid at the First-Class rate.

(3) Large paper envelopes or cartons may have the address and postage placed on the container or on an address label.

c. *DOD mail bags.* DOD mail bags may be used for consolidated mail when sent to DOD addresses.

(1) Address DOD mail bags by placing DD Form 2388 (DOD Mail Bag Label) (fig 2-6) in the plastic holder sewn into the side seam. The return address will comply with paragraph 2-12 g .

DEPARTMENT OF THE ARMY
CDR USAG
61801 ARIZONA STREET
FT HUACHUCA AZ 85613-5080
OFFICIAL BUSINESS
DD Form 2388 JUN 85
TO: CDR FORSCOM
123 MAGNOLIA STREET
FT MCPHERSON GA 30330-6123

Figure 2-6. Sample DD Form 2388, DOD mail bag label

(2) Postage will be paid only by postage meter imprint placed on the back of the address label.

(3) Close with nonreusable, locking cable ties at least 10 inches long and having a minimum loop tensile strength of 50 pounds. The tie will be wrapped around the bag and inserted through the hole in the plastic address holder and DD Form 2388.

(4) Send excess bags to activities from whom bags are regularly received.

(5) Deploy able units will maintain a 10-day stock of these items for deployment purposes.

(6) Use the appropriate colored bag.

(a) The orange bags will be used only for First-Class mail, Priority mail, and other classes of mail which require rapid delivery. “DOD PRIORITY MAIL ” will be printed on these bags. The DD Form 2388 will have the correct First-Class or Priority mail endorsement and postage.

(b) The white bags will be used only for Fourth-Class mail. DOD FOURTH-CLASS MAIL will be printed on these bags. The DD Form 2388 will have the correct Fourth-Class endorsement and postage.

(c) The silver-gray bags marked DOD MILITARY ORDINARY MAIL (MOM) shall be used only for Second-, Third-, and Fourth-Class mail to, from, and between MPOs when the contents require faster delivery than regular Second-, Third-, or Fourth-Class mail. The bag moves by surface between USPS facilities, but is flown to,

from, and between MPOs. It will not be used for First-Class, Priority, or Express mail. The DD Form 2388 will have the correct Second-, Third-, or Fourth-Class postage and the MOM endorsement.

(7) Bags without printing and bags with names or abbreviated names of DOD components or their activities will not be entered into the USPS system.

(8) All printing on the bags will be black.

(9) Bags will be considered defective if any of the following apply:

(a) Holes larger than 2 inches.

(b) Rips or tears longer than 2 inches.

(c) The holder for DD Form 2388 is either missing, torn so DD Form 2388 will not stay in it, or torn so it no longer holds the cable tie in place.

(10) Do not use defective bags, destroy them.

(11) Do not send open correspondence in consolidated mail. All items for consolidated mail will be in properly addressed envelopes or the appropriate SF 65A, SF 65B, or SF 65C.

(12) Transit time for all consolidated pouch mail from or to the Pentagon will be tracked. Annotate the date on the meter strips and return them to the point of origin in the next pouch.

2-17. Drop-shipment

a. Drop-shipments require the mailer to—

(1) Enter the items into the USPS at the delivering post office.

(2) Provide the transportation to the delivering post office.

(3) Pay for the transportation to the delivering post office.

(4) Apply local zone postage.

b. Items may be drop-shipped to USPS facilities in the appropriate military post office gateway cities (New York, Miami, Seattle, San Francisco) but will not be drop-shipped directly to postal facilities operated by the military.

2-18. Presorting to ZIP code sequence

First-Class mailings meeting the minimum quantity of identical pieces will be presorted in ZIP code sequence. Contact local postmasters or USPS account representatives for guidance on the proper method of packaging and sacking mailings in ZIP code sequence. Postmasters will furnish, on request, current information on ZIP codes and the services available at local post offices. (See DMM, exhibit 367.1.)

2-19. Mailing lists

a. All Army organizations responsible for mailing lists will review and update those lists annually to eliminate improper addresses, duplicate addresses, and the names of those addressees no longer desiring to receive materials. Where possible, Army organizations will consolidate mailings to a single addressee to save postage and other costs.

b. The mailing list will be limited to the minimum consistent with the needs and best interests of the command.

Section III Postage

2-20. Controls and safeguards

This section sets forth the policies for controlling and safeguarding appropriated fund postage.

a. Safeguarding appropriated fund postage from unauthorized use is the responsibility of all official mail services users.

b. Controlling official mail funds is a joint effort between the installation DRM and the installation OMM. Official mail meters and ADTAs will carry only the minimum required balances for one fiscal quarter's usage plus a 30 day carryover. This meets the requirements of AR 37-1 for the bona fide need rule. Installation OMMs will inform the installation DRM of funding requirements for official mail.

2-21. Authorized use of appropriated fund postage

Appropriated fund postage may be used—

a. Only for mailings pertaining to Federal matters. Such matters may include official correspondence between activities, Army records, instructional material from Army schools, Army school correspondence course answer sheets when a preprinted courtesy reply envelope has been provided, and other items deemed official by the installation commander.

b. By an activity or activity commander for sending invitations to official Army social functions held in behalf of the Army or sponsored in the name of the Army. The official status of the function will be clearly stated in the invitation as pertaining exclusively to the business of the U.S. Government. Official announcements of official retirement ceremonies may be mailed using appropriated fund postage but may not include an announcement of an associated social event. Announcements will not contain any advertisements, endorsements of products or businesses, or revenue-producing functions.

c. By retired members of a DOD component for mail that is clearly Government business, but only in the form of merchandise return or business reply items furnished to them for reply purposes.

d. For mailing DA Form 3955 (Change of Address and Directory Card) and PS Form 3575 (USPS Change of Address Order) only when the change of address results from carrying out written military orders. A copy of the orders must be presented with the cards.

e. For mailing bulk shipments of daily, weekly, housing, and similar bulletins consisting solely of official information to supported installations and activities only. Less costly methods of shipment must be considered and used when feasible.

f. By contractors and vendors. All applications, contracts, or purchase requests for contractor use of appropriated fund postage require the approval of the installation, activity, or other local Army OMM.

(1) Vendors must prepay postage and fees.

(2) Use of all penalty indicia is prohibited.

(3) Contracts or purchase orders requiring the Army to pay the postage and fees will require the use of mail classes and special postal services that will be at the lowest possible cost consistent with the required delivery date, security, accountability, and USPS requirements.

(4) Envelopes and labels used by a contractor will bear the preprinted return address of the furnishing Army activity and not that of a private person, concern, organization, or contractor.

(5) When authorized, the appropriate type of special service will be preprinted on the envelope or label in the manner required by the USPS. Contractors will not add their own markings for these services.

(6) A permit may be used for large mailings if USPS mailing requirements are met. Contractor use of permits must be approved by the funding MACOM OMM. Applications will be submitted per DMM, section 145 for prepaid postage.

(7) Postage meters may be used when approved by the funding official mail manager.

(8) When the use of a permit or postage meter is not practical, contractors will prepay the postage and fees and be reimbursed by including such costs as separate items on the invoice.

g. To send DA publications when—

(1) Distribution is mandated by Army regulation or directive.

(2) Individual copies are sent to higher headquarters in the chain of command and other public affairs offices for administrative purposes.

(3) Copies to subordinate units for distribution to the units' members are sent in bulk. Other, less expensive transportation methods will be used if they can provide the same or faster delivery time than mail.

(4) A copy is sent to a private person, firm, or organization in response to a specific, written, unsolicited request only if the periodical contains no advertising. The request will be kept on file in the respondent's office as long as the publication continues to be mailed in response to that request. The mailing list will be limited to the minimum consistent with the needs and best interests of the command and will not duplicate the initial distribution list.

(5) Copies are sent to other Government agencies and libraries,

hospitals, or schools to promote the overall Command Public Affairs Program.

(6) Copies of State ARNG and U.S. Army Reserve (USAR) command-level periodicals containing no advertising are sent to the home address of individual members. These copies will be mailed as Third-Class bulk rate or appropriate Second-Class rate. The mailing of lower command-level periodicals is not authorized.

h. To mail commercial enterprise newspapers only in accordance with paragraphs *g* (1) and *g* (2) above.

i. By nonappropriated fund instrumentalities (NAFIs), including the exchange services and the Stars and Stripes, only for official administrative (managerial) mailings related exclusively to the business of the U.S. Government. This does not include any function that would be a normal expense of a similar commercial business, such as financial reports, personnel management, payroll, inventory procurement and sale, collection of income, advertising, mailing of films for paid exhibition, and equipment maintenance. For example, appropriated fund postage will not be used for the preparation and internal distribution of financial reports, as this is a normal business expense; however, it may be used to mail copies of the report to the supervising DOD component as this is not a normal business expense.

j. When commanders, with advice from the local staff judge advocate general and the OMM, make the final determination to use appropriated fund postage to discharge their morale, welfare, and recreation (MWR) mission. Commanders may not include revenue-producing information in such mailings. Social items such as ethnic recipes, birth announcements, and bowling league scores are not the exclusive business of the U.S. Government and will not be mailed with appropriated fund postage. Appropriated fund postage may be used to mail a consolidated packet containing information regarding the existence of all available MWR activities to personnel eligible to use them; however, the packet will neither contain information on revenue-producing items or events nor violate other parts of this regulation.

k. By prisoners in a nonpay status for personal mail.

l. By Army Junior and Senior Reserve Officers' Training Corps (ROTC) activities only on mailings that are the exclusive business of the U.S. Government. The return addresses must be those of the professors of military science of U.S. Army ROTC detachments. For permit mailings the return address must be authorized in accordance with permit restrictions and may be the university or college address when use of that permit is formally agreed upon.

m. To pay for the official mail carried by private carrier.

2-22. Unauthorized use of appropriated fund postage

Do not use appropriated fund postage on—

a. Matter that is not exclusively U.S. Government business.

b. Nonmailable items, in accordance with USPS DMM restrictions. Obtain information about items that are not mailable from the local post office.

c. Postcards, unless the cards are DOD or DA-approved forms or those USPS Forms designated in paragraph 2-21 *d*.

d. Information sent by DOD Components about nonmandatory events. Use the installation official mail and distribution center, the installation bulletin or newspaper, or other methods to distribute this type of information.

e. Invitations to social functions to satisfy personal social obligations, even if they are the result of an official position. (See para 2-21 *b* for exceptions.)

f. Personal congratulatory letters from one individual to another in a private capacity. This does not prevent the use of appropriated fund postage by heads of staff agencies or commanders to fulfill their official morale and esprit de corps obligations to members of their organization or persons in their areas of technical responsibility or chain-of-command. For example, congratulatory letters to people selected for advanced schooling, promotions, and letters of condolence are authorized.

g. Personal mail, holiday and birthday greetings, retirement announcements, completed employment applications, resumes, and

similar material. However, activities may use appropriated fund postage for holiday greetings when international diplomacy dictates.

h. Correspondence from international commands such as North Atlantic Treaty Organization (NATO) official correspondence. This mail normally must be prepaid in the country in which it is posted. When appropriated fund postage is provided for official mail, the administrative agent is responsible for procuring it and monitoring its use.

i. Correspondence of foreign military personnel. Foreign military personnel who are required by regulations of their own government to file reports or otherwise correspond with their embassy or government will do so at their expense. However, appropriated fund postage may be used if the correspondence can be certified by the parent U.S. Government activity as exclusively the business of the U.S. Government.

j. Mail posted in foreign post offices. Such mail must bear the postage of the country where it is mailed unless there is a bilateral agreement in effect with the country which has special procedures for accepting DOD mail.

k. Anything mailed by concessionaires or their employees. This does not preclude use authorized by this chapter.

l. Fund drives not officially endorsed by DOD or the Army. BRM will not be used on officially endorsed drives.

m. Unofficial biographies and unit histories.

n. Dependent school yearbooks and other unofficial items such as announcement cards, thank-you cards, memory albums, and biographies.

o. Announcements and attendance responses related to Army branch anniversary parties and similar events.

p. Mailings by or for private associations, such as technical and professional organizations, unit associations, wives clubs, Boy Scouts, and so on.

q. Mailing matter donated by individuals for donation to other individuals or charitable organizations.

r. All similar matters that do not relate exclusively to the business of the U.S. Government.

2-23. Reporting misuse of appropriated fund postage

a. Report unauthorized use of appropriated fund postage to—

(1) The commander and resource manager.

(2) The OMM and the resource manager of the next higher organization.

(3) The commanding officer or supervisor of the suspected individual(s) involved for appropriate investigation.

b. The commander will review the unauthorized use of appropriated fund postage to determine any appropriate reimbursement of postage and fees costs. Legal or administrative action will be taken to obtain reimbursement when appropriate.

2-24. Nonprofit and subsidized rates

In accordance with DOD 4525.8-M the DA is not authorized to send mail at nonprofit or subsidized rates (that is, special bulk Third-Class rates, Fourth-Class library rates, and the following Second-Class rates; in-country, special nonprofit, classroom, science of agriculture, limited circulation and limited circulation science of agriculture).

2-25. Computation of postage and fees

a. Postage and fees for domestic mail will be computed according to the DMM and changes announced in the USPS Postal Bulletin. USPS Poster 103 provides the information in convenient, easy-to-use form. USPS Poster 103 must be used with the Postal Zone Chart for the post office where the item will be mailed.

b. Postage and fees for international mail will be computed according to the IMM and changes announced in the USPS Postal Bulletin.

c. Properly programmed electronic scales may be used to meet the requirements of subparagraphs *a* and *b* above.

d. Items mailed from one MPO to another MPO in the same theater will have "DOD Official Intra theater Mail" typewritten,

rubber stamped, mechanically printed, or neatly handwritten in the area where the postage normally would be placed.

2-26. Obtaining commercial postage

a. *Penalty mail.* The Army is not authorized to use the USPS penalty mail system. All Army official mail postage must be paid at the time the USPS service is contracted and a completed PS Form 3544 (Post Office Receipt for Money), requested from the post office for all postage purchases. The Army is only authorized to use regular postage stamps, commercial meters, or other means available to private sector mailers. Penalty mail is authorized when a hostile operation is declared by the President of the United States.

b. *Payment.* No USPS service, including those at MPOs (that is, APOs/FPOs), will be provided to Army activities without prepayment of postage. All transactions with the USPS must be—

(1) Paid at the time the service is contracted and be in the form of real monies.

(2) Accomplished by an approved payment method such as U.S. Treasury check (payable to the United States Postal Service), money order, or ADTA. ADTAs can be used for all classes of mail and special service fees, except for the purchase of postage stamps. ADTAs are not available at MPOs.

(3) Agreed to, and in concert with, the established policies and procedures of the USPS and the local finance and accounting office.

c. *Envelopes, labels, mailable forms and other mailable material.* Envelopes, labels, mailable forms and other mailable material that are preprinted with the Army's G-5 permit number may be used when the permit number is covered over with a commercial meter strip.

d. *Penalty stamps and envelopes.* The USPS will no longer allow Army activities to purchase penalty mail stamps or preprinted penalty envelopes.

e. *Postage due mail.* All postage due mail, except Address Correction Charges, will be returned to sender at sender's expense. Do not refuse postage due penalty mail originating in a hostile environment.

f. *Express Mail.* Express mail items may be paid by either stamps, meter strips, or through an Express Mail Corporate Account. (See DMM, sec 280.)

2-27. Postage stamps and prestamped envelopes

USPS postage stamps can be purchased at local post offices. A one-week advance notice is needed if large amounts of stamps (\$1,000 or more) will be purchased at any given time. An ADTA cannot be used for stamps. Printed stamped envelopes can be obtained from the US STAMPED ENVELOPE AGCY, WILLIAMSBURG PA 16693-0500, by sending them a PS Form 3203 (Personalized Stamped Envelopes Order) and a U.S. Treasury check or money order for the appropriate amount of money. PS Form 3203 can be obtained through the local USPS or MPO. Commercial postage stamps will be used on official mail that cannot be sent under a permit or cannot be metered.

a. *Use.* Postage stamps and prestamped envelopes may be used by all Army mailers including—

(1) Small volume Army mailers which cannot justify the use of postage meters.

(2) Activities without a backup metering system. This supply of stamps should not exceed an average 10-day usage and should be used to supplement metering operations.

(3) Overseas commands and Deploy able units may—

(a) Maintain 30-day stock of postage stamps for use when deployed to areas without meters. Stock will be centralized and closely controlled by the activity OMM.

(b) Have hand stamps made for use only in a hostile environment (see DMM 137.5), the stamp mark will be placed in the upper right hand corner of the mailed item. Figure 2-7 shows what will appear on the hand stamp.

Hand stamp

Armed Forces

Postage Due Mail

Collect Postage From

Addressee Per DMM 137.5

DO NOT RETURN TO SENDER

FOR POSTAGE

Figure 2-7. Sample hand stamp

b. *Ordering.* Only those small volume mailers, Deploy able units, and activities without a backup metering system that have been identified by their MACOM are authorized to order postage stamps directly from USPS or MPO. The activity OMM verifies quantities received.

c. *Security measures.* All personnel are responsible for preventing the theft, misuse, waste, or loss of postage stamps and prestamped envelopes. Postage stamps and prestamped envelopes will be secured in locked containers (safes, file cabinets, desk drawers, and so on) or a locked room. Activities may establish additional local controls.

2-28. Postage meters

a. *Metered mail.* Metered postage will be used to the maximum extent possible on mail that cannot be sent under a permit. A metered mail ADTA can only be established when the monthly dollar amount on the licensed commercial meter exceeds \$500. Metered mail ADTAs are not available at MPOs. Proper planning should alleviate the need to load meters more than once a quarter. Meters will not be loaded with more than one quarter's postage requirement plus a 30-day carry-over. Use of the USPS on-site meter-setting program should be evaluated in light of time from job and distance traveled by Army employees to load meter. There are additional expenses for using this service. (See DMM, sec 144.35.)

b. *Logos and slogans.*

(1) Logos and slogans on advertising plates that conform with the DMM, section 144, are authorized.

(2) Borders, markings, slogans, or designs will not be printed on mailing envelopes except when approved by GSA, through command channels, and in conformance with postal regulations and 41 CFR 201.45.400 to 201-45.401.10. An exception has been granted for slogans promoting U.S. Savings Bonds.

c. *Required licenses.* Postage meter licenses are required and are obtained by submitting PS Form 3601-A (License to Use Postage Meter) per instructions in the DMM. Applicants served by an MPO will contact the MPO for procedures. DMM section 144.22 contains responsibilities of the license holder. Licenses will be canceled when no longer needed.

(1) The license does not have to be renewed and remains in effect until canceled. Postage meter serial numbers are not included on the license, so a new license is not required when postage meters are replaced on a one-for-one basis or when meters are added or deleted. However, each meter must be checked into or out of service by the USPS per DMM, section 144.3.

(2) USPS or an authorized USPS agent will send a copy of the approved license to the post office authorized to set the meter covered by the license. A copy of the license will also be provided to the requesting OMM, who will retain it until canceled. At least 2 weeks before the meter is to be used, the OMM will check with the servicing post office to be sure the approved license is on file there.

(3) Installation/community OMMs will cancel the license and notify their respective MACOM OMM when the meter is—

(a) No longer needed.

(b) Moved out of the jurisdiction of the post office authorized to set the meter. (Meters may be moved from the area served by one branch to that served by another branch of the same post office simply by transferring the license from branch to branch. When the meter is moved from the area served by one post office to that

served by another, the license must be canceled and a new one obtained.)

d. Setting and payments.

(1) Meters shall be checked in and out of service per DMM, section 144.3.

(2) Each meter will be reset for the requested amount of postage. Payment will be made by U.S. Treasury check, money order, or ADTA. Where ADTAs are authorized, funds may be deposited in the various ADTAs in amounts designated by the OMDC manager. Funds deposited in an ADTA will not exceed one fiscal quarter's usage requirements plus a 30 day carry over. A USPS receipt (PS Form 3544) will be received for the total amount of funds deposited. The original receipt must be forwarded to the appropriate finance and accounting office (a copy will be retained in the OMM's file).

(3) Each time the meter is set or reset, the post office employee completes PS Form 3603 (Receipt for Postage Meter Settings) and annotates PS Form 3602-A (Record of Meter Register Readings) with date and new control number. A copy will be maintained by the OMM listed as the applicant on the meter license.

(4) The above procedures apply only to the USPS postage. Meter setting charges for private carrier services are the responsibility of the metering installation.

e. Validation of meter readings.

(1) PS Form 3602-A will be maintained for each meter.

(2) When the meter is set or reset, add the amounts appearing in the ascending and descending registers before the meter is used. The resulting sum becomes a control number. At the close of business each day these two registers will be added together. If their sum is not the same as the control number, the meter may have malfunctioned. The vendor service representative will be contacted before the meter is used again.

(3) To determine the amount of postage used on any given day, subtract the descending register reading for the day from the descending register reading for the previous day.

f. Spoiled or incorrect meter postage. Do not throw out spoiled meter strips or stamps. Submit a request for refund to the local USPS Postmaster.

(1) Requests for refunds shall be submitted when authorized. DMM, section 147, explains the conditions and procedures to be followed.

(2) Equipment malfunctions causing spoiled meter postage will be immediately reported to the manufacturer's representative.

(3) The OMM will complete PS Form 3533 (Application for Voucher for Refund of Postage and Fees) when refund credits are due for spoiled meter postage. Credit will be applied only to meter quarterly settings. A copy of PS Form 3533 will be maintained with the quarterly postage expenditure work sheet (RCS: ISC-76).

g. Metered mail preparation.

(1) The meter imprint acts as a postmark and allows mail to skip the canceling process. The meter operator will ensure the imprint is bright and clear, has the correct date, and fluorescent ink is used.

(2) All addresses must face the same way, and five or more pieces of metered mail must be bundled with rubber bands or paper straps. Large volumes should be trayed. Trays and similar items are usually provided free of charge by USPS and will not be used for other purposes.

h. Accumulators (printers) (when available).

(1) Accumulators will only be used to record/track mail expenditures.

(2) The OMM should not try to separately track the postage of all tenants of the installation if it results in the analysis of relatively trivial amounts of postage.

(3) The record of postage used will be printed out and analyzed by the OMM at regular intervals (weekly for most installations and activities). Information in the printout will be used to identify large volume mailers and users of large amounts of certain classes of mail or special postal services. Their mailings will be periodically analyzed to see if the items can be shipped more economically by other means.

(4) Accumulator codes will be used to identify mailings by each

supported activity. An accumulator code will be assigned to each supported activity.

i. Equipment operation.

(1) The OMM and all personnel involved in mail processing will receive detailed instructions from the vendor when new equipment is installed. During initial use, the meter operator or OMM will call the service representative when questions arise.

(2) The meter operator will check each scale for accuracy daily before it is used. This will be accomplished by weighing an object of known weight. Appropriate calibrations will be made before the scale is used.

j. Equipment failure.

(1) Immediately report failures of meters, mailing machines, scales, and so on, to the service representative. The service representatives' telephone numbers will be prominently displayed in the vicinity of the equipment.

(2) Do not tamper with the postage meter under any circumstances. It is a postal offense for anyone other than USPS personnel to break or tamper with the seals on postage meters.

(3) All new equipment is initially covered by a warranty. Maintenance contracts should be used after the warranty expires.

k. Meter security.

(1) Meters.

(a) Lock the meter when it is unattended. Place the meter key in a locked safe, locked file cabinet, or in a separate locked room overnight. Do this any time adequate surveillance cannot be maintained to prevent unauthorized use of the meter. During nonduty hours the meter must be stored in a locked room.

(b) Immediately report the loss, theft, and recovery of a lost or stolen meter to the local post office, the equipment vendor, and through command and functional channels to the POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000 for forwarding to MPSA. Reports will include the meter make, model, and serial number; the date, location, and details of the loss, theft, or recovery; and a copy of the police report when applicable.

(2) Meter keys.

(a) *Operating keys.* An operational key is required to unlock the meter and must be used each day the machine is operated. This key will be kept by the designated supervisor, except during periods the key and meter are signed out to a meter operator.

(b) *Duplicate keys.* The duplicate keys, when provided, will be stored in a sealed envelope in a locked file cabinet or safe. The key will be taped to a piece of cardboard to prevent its movement. After sealing the envelope, the designated supervisor will sign over each joint of the envelope. Transparent tape will be placed over all signatures and joints so unauthorized opening can be detected. The envelope will be clearly labeled to indicate the contents and the meter to which it belongs. The designated supervisor will obtain a receipt for the sealed envelope from the OMM.

(c) *Reset keys.* Army OMMs are not authorized to have a copy of the key that opens and resets the meter head. Any activity receiving such keys will immediately give them to the USPS office setting the meter.

l. Property accountability. The installation property book holder will account for all postage metering equipment on the property records of the using Army installation or activity. The postage meter itself is leased and cannot be purchased.

m. Supplies and services. These generally consist of meter tapes, ink, ink rollers, maintenance, rate changes (both USPS and public express), and meter leases. Meter tape and ink specifications are found in the DMM.

n. Additional or replacement equipment.

(1) Postage metering and related equipment requirements will be processed as Requirements Statement (RS) initiatives per DA Pamphlet 25-2, chapter 3. The authority for procurement of postage metering equipment is delegated to principal officials of HQDA agencies and MACOMs.

(2) A system consists of a mailing machine, a 70-pound scale, and an interface that connects the mailing machine, scale, and postage meter to each other for automatic operation. An accumulator/

printer for electronically recording postage costs by agency is optional. When the accumulator/printer is opted for, it is considered as part of the system. Because of USPS regulatory requirements, the postage meter must be leased on an annual renewable basis from the manufacturer of the mailing machine.

(3) Eligibility for equipment is shown in table 2-1.

Table 2-1
Eligibility for equipment

Annual \$ amount of postage used (not including permits and BRM)	Quantity of systems authorized		
	Large	Medium	Small
\$100,000+	1	1	0
\$50,000-\$99,999	1	0	0
\$10,000-\$49,999	0	1	0
\$5,000-\$9,999	0	0	1 ¹
Less than \$5,000	0	0	1

Notes:

¹ Encouraged to lease hand-held, stand-alone, or similar meters.

(4) All machines must be capable of applying meter imprints of the correct denomination for all meter matter that the electronic scale is programmed to process directly on the item. The machines must also be capable of automatically producing wet, dry, or pressure-sensitive meter tapes of the correct denomination from a self-enclosed roll or strips. This applies to all mail matter of various classifications that enter USPS/public express channels or items too large to be fed through the mailing machine. Machines must also be capable of interfacing with the large (70-pound) electronic scale.

(5) Other specifications are as follows:

(a) Mailing machine, heavy duty, high volume, must be capable of automatic feeding, metering, sealing, and stacking envelopes and flats of $\frac{5}{16}$ -inch thickness and up to and including 9 $\frac{1}{2}$ - by 12-inches at a speed of 180 pieces per minute.

(b) Mailing machine, medium volume, must be capable of automatic feeding, metering, sealing, and stacking standard Number 10 envelopes of $\frac{1}{8}$ -inch thickness at a speed of 145 pieces per minute, and stacking flats of $\frac{1}{16}$ -inch thickness and up to and including 9 $\frac{1}{2}$ - by 12-inches in size at a speed of 90 pieces per minute.

(c) Large electronic scale must be capable of weighing up to and including 70 pounds in increments of $\frac{1}{2}$ -ounce tolerance and have ZIP code to public express and USPS code conversion. The scales must be programmed to compute public express rates up to the public express limit but not to exceed 70 pounds; USPS rates for First-Class, Priority, Third-Class, Fourth-Class, special (book) Fourth-Class, ZIP+4 discounts, and international air and surface rates; and registered, insured, certified, and return receipt requested fees. The scales will be equipped to compute the registry fee without postal insurance and will not compute insured mail fees for items having a value exceeding \$50. The scales must be reprogrammable to accommodate rate changes.

(d) The interface must be capable of interacting with the mailing machine and meter so that the required postage is set on the meter; then upon instruction by the operator, this causes the mailing machine to dispense a meter tape in that amount or to place a postage imprint in the designated amount on the envelope.

(e) The accumulator interfaces with and complements the mailing machine/electronic scale system. It must be capable of portraying the number of mailings and postage costs units by account for any installation or activity on a daily, bi-weekly, or weekly basis, depending on the volume of mail; accounting for USPS and public express transactions; departmentalizing a minimum of 99 separate accounts and charging to a department all postage issued by the system to that account until a different account is specified or the equipment is turned off. It must also be capable of printing automatically or retaining all data in memory if a power failure occurs. The accumulated transactions must be presented as a hard copy printout;

a digital readout by itself will not be acceptable. The printout must include total mail count and mail costs for each account. It is not required to show USPS or public express zones, mail classes, or weights.

(f) Electrical specifications must include automatic protection against high and low voltages that will damage the equipment. It must include appropriate line filtering to protect the volatile memory and be equipped for operation on the voltage and hertz specified in the delivery address if the system is used in foreign countries.

o. *OMMs*. OMMs for overseas commands, communities, and installations will ensure adherence to the provisions of the DOD-USPS Agreement Concerning Commercial Postage Meter Use at Military Post Office Addresses, August 1989.

2-29. Permits

a. Installation OMMs will review and analyze requirements for permits and establish commercial permits only as needed.

b. The upper right-hand corner of all envelopes is used for permit mailings which must be per the DMM, section 145.4. Guidelines for company permits are contained in the DMM, section 145.3.

c. A permit ADTA must be established in order to acquire permit imprints. No minimum amount is needed to open a permit ADTA, although sufficient funds must be available to cover the complete mailing.

d. The responsible OMM will ensure that the appropriate permit numbers are provided to individuals or organizations involved with permit mailings.

e. Before purchasing permits, the OMM will read the appropriate section of the DMM for break-even analysis of permit mailings.

f. Permit mailings will be used on large volume mailings of items with a uniform size and weight when cost effective. Permit formats and instructions are in the DMM, section 145, for prepaid postage and the DMM, section 137, for penalty postage.

g. USPS requires advance notice on all permit mailings. Postage and fees are recorded on PS Form 3602-N (Third-Class Nonprofit Rate—Permit Imprint), PS Form 3602-PC (Third-Class Regular or Nonprofit Rates—Postage Affixed), or PS Form 3602-R (Third-Class Regular Rate—Permit Imprint), as appropriate, presented with the mailing. The OMM will determine the most cost-effective method of mailing, and make arrangements with local postal officials. Required permit imprint formats are illustrated in the DMM. DEPARTMENT OF THE ARMY, the Installation Name and Location, and the Installation Permit Number will be printed on the mailing material.

h. Manifest Mailing System uses a permit and is applicable where large volumes of parcels are mailed. Contact your local USPS commercial account representative for details, and also refer to the DMM, section 145.7.

i. Permit mailings are not authorized at MPOs.

j. Second-Class permit.

(1) Army penalty Second-Class permits may be transferred to commercial Second-Class permits.

(2) Although new permits are not required for Second-Class privileges, there are format revisions that must be made. Read chapter 4 of the DMM and consult your serving USPS Account Representative for revised format requirements. Activities obtaining new Second-Class permits must comply with appropriate application procedures in the DMM, section 423.

(3) Application fees for Second-Class privileges are required by the USPS. While an application is pending, postage must be paid at the applicable Third- or Fourth-Class rate. If the application is approved, a refund in excess of the Second-Class rate will be provided. (See DMM, section 423.1.)

(4) MACOM official mail managers, in coordination with the installation printing control officer, will ensure that the Government Printing Office is provided with the appropriate permit number before printing and distribution contracts are let.

2-30. Selection of mail class

Table 2-2 will be used as a guide in selecting the correct mail class. The DMM and IMM show the necessary endorsements, mode of

transportation, approximate transit times for each class of mail, and provide specific guidance for types of items that may be mailed under each class of mail.

2-31. Selection of special mail services

The Government Losses in Shipment Act (40 USC, 721 to 729) and the Government's general self-insurance policy prohibit Federal agencies from using registered and insured mail in order to obtain postal indemnity. Claims will not be made against the USPS for indemnity on items lost or damaged in the mail. However, Comptroller General of the United States decision (58 Comp.Gen. 14 (1978)) allows the Government to use registered or numbered insured mail to obtain the "special" services they offer, such as added protection or proof of delivery. Principal officials of DA agencies and MACOMs are authorized to approve the use of these services on an exception basis. This authority may not be delegated lower than installation or equivalent OMM. The following are Army-wide authorized uses:

- a. Registered may be used for—
 - (1) Criminal investigation evidence.
 - (2) Cash, original vouchers (disbursing and collecting), and voided or canceled checks.
 - (3) One-of-a-kind, irreplaceable, sensitive, controlled, rare, or pilferable items and items having a replacement cost in excess of \$20,000. Such items include but are not limited to calibration equipment, supply items, historical matter (including films), library materials, original manuscripts, and camera-ready mechanicals and art work.
 - (4) Mailable shipments of Government-owned firearms. (Return receipts may be used.)
 - (5) Classified documents as required by DOD 5200.1-R and AR 380-5, paragraph 8-103 c.
 - (6) Final notices to individuals about indebtedness to the Army Emergency Relief Fund.
 - (7) Other communications and parcels that by law, DOD directive, or Army regulation must be registered.
 - (8) The following items with return receipt:
 - (a) Environmental samples.
 - (b) Notification of radiation exposure.
 - (c) Mailing former evidence to its owner.
 - (d) Mobilization preassignment orders to international addresses where this service is authorized.
 - (e) All actions involving the processing of claims.
- b. Certified may be used for—
 - (1) Letters to establishments being declared "off limits."
 - (2) Adverse enlisted and officer efficiency reports and other similar actions.
 - (3) Controlled test material.
 - (4) Instructional material marked "For Faculty Use Only."
 - (5) Items requiring shipment by priority mail when the certified fee is less than the fee for other services which provide proof of delivery.
 - (6) Commercial transportation tickets, boarding passes, and Military Airlift Command authorizations when personal delivery or pickup is not possible.
 - (7) Classified documents as required by DOD 5200.1-R and AR 380-5, paragraph 8-103 c.
 - (8) Official U.S. Passports required by DOD employees for official travel.
 - (9) The following items with return receipt:
 - (a) Equal employment opportunity case material mailed to complainants and their representatives.
 - (b) Reduction-in-force notices sent to civilian employees on authorized absence.
 - (c) Final decisions of a contracting officer issued under the dispute clause of a Government contract.
 - (d) Show cause or cure notices issued under the default clause of a Government contract.
 - (e) Any other communication for which receipt is essential to create or preserve rights granted to the United States under a Government contract.

- (f) Debarment letters.
- (g) Delayed entry packets.
- (h) Summonses and subpoenas.
- (i) Adverse personnel actions for military and civilian personnel to include personnel "V" letters to Reserve Components.
- (j) Illegally held identification cards.
- (k) Traffic or driving violations.
- (l) Letters of revocation or suspension of installation driving privileges.
- (m) Dishonored checks (not applicable to nonappropriated fund instrumentalities).
- (n) Questionnaires to injured persons.
- (o) Legal matters including records of trial for all Special and General Courts Martial; decisions of the courts of military review; Officer elimination cases; all actions involving the processing of claims; and any other communication, receipt of which is essential to create or preserve the rights granted to the U.S. Government in connection with criminal proceedings.
- (10) Other communications and parcels that by law, DOD directive, or DOD Component directive must be certified.
- c. Unnumbered insured mail is delivered as ordinary mail and will not be used. No exceptions will be granted.
- d. Numbered insured mail will be used only—
 - (1) For accountability reasons when proof of delivery is required for valuable administrative or logistical equipment, supplies, and printed matter. However, logistical equipment and/or spare parts for equipment listed on the mailing organization's property book (second line destination items) must be shipped through the local installation transportation office.
 - (2) To return borrowed library and similar items when required by the non-Army lender.
- e. Free-admission motion picture video cassettes. OMMs may authorize movement of free-admission motion picture video cassettes by numbered-insured mail, return receipt for merchandise mail, or certified mail, whichever is most cost effective. Free-admission cassettes are furnished by the Motion Picture Service, through the U.S. Army Community and Family Support Center, contingent on the Army ensuring security during movement of the items.

2-32. Express mail

- a. Express mail will be used only when it is the most cost-effective way to accomplish a mission within time, security, accountability constraints, and to meet a mandatory effective date. Express mail should only be used in cases involving loss of life, personal injury, destruction of property, and to prevent the possibility of a judicial ruling against the Army. It will not be used—
 - (1) To respond to directed actions or requests for information unless it is the only way to meet a short suspense. Express mail may be used if mission criticality requires.
 - (2) For the purpose of correcting administrative oversights such as late suspense when adequate time existed.
 - (3) On days before weekends or holidays, unless it is deliverable on those days.
- b. HQDA agencies and MACOMs are authorized to approve the use of express mail. This authority may not be delegated lower than installation or equivalent activity OMM.
- c. Tenant activities will request approval to use express mail through the host installation when the host provides the postage and fees for the tenant's mail.
- d. Postage will be paid by using—
 - (1) Postage meter imprints and the word "metered" entered in the express mail label's customer number block.
 - (2) Postage stamps and the word "stamps" entered in the express mail label's customer number block.
 - (3) Activities having accumulators will use them to record express mail usage.
- e. The sender will request a refund of postage from the USPS when express mail items are not delivered when promised.
- f. Express mail service is not available to and from all MPOs. Contact the local post office for availability information.

2-33. International mail

- a. All official correspondence (letters and cards) may be sent as airmail. Packages containing official matter may be sent as airmail if the urgency in delivery justifies the costly airmail letter rates.
- b. Parcel post will be sent only as surface mail.
- c. Special delivery may be used only for delivery in countries where special delivery is the only reliable means of ensuring prompt delivery.
- d. Consult the IMM or local post office for applicable postage, customs tags, and restrictions before preparation for mailing.
- e. Address format is shown in figure 2-4 and in the IMM.

2-34. Business reply and merchandise return

- a. BRM and merchandise return service (MRS) will—
 - (1) Be addressed to the DOD activity holding the permit. The address and ZIP+4 bar code will be preprinted on the item. The local post office will provide the appropriate bar code negative or positive for printing. The return address will be the same as the addressee.
 - (2) Be used only when a reply is requested on official business from an activity or individual outside the U.S. Government—
 - (a) Who is not required by law to reply.
 - (b) When the receipt of the reply is in the best interests of the U.S. Government.
 - (3) Not be used to receive responses from DOD activities or personnel except personnel who are retired or reservists who are not assigned to a unit.
 - b. Business Reply Mail—
 - (1) Is charged at the First-Class rate, plus a per-piece accounting fee.
 - (2) Will be prepared per the DMM, section 917. The card format will be used when possible. The DMM, section 322, contains restrictions on preparation and use of double and single postal cards and postcards.
 - (3) Will not be used until USPS assigns permit number.
 - (4) Will not be used to mail from one active DOD component to another active DOD component, including Army.
 - (5) BRM returned to the Army bearing penalty number 12062 will be handled as follows:
 - (a) All BRM post cards will be destroyed by the USPS as undeliverable mail.
 - (b) All BRM letters will continue to be received. Payment will be deducted from commercial Army BRM accounts at receiving post offices having such accounts. BRM letters addressed to post offices not having commercial Army BRM accounts will be forwarded to the DEFENSE POST OFFICE, WASHINGTON, DC 20310-3071. Postage and fees will be charged to the Defense Post Office (DPO) BRM account and billed, through HQ USAISC (ASRM-PB), to the addressee of each piece. Charges billed in this manner will not be contested.
 - c. Merchandise Return Service—
 - (1) Is charged at the appropriate Priority mail, Third-Class or Fourth-Class rate plus a per-piece accounting fee.
 - (2) Will be prepared per DMM, section 919, for prepaid postage.
 - (3) Will not be used until USPS assigns a permit number.
 - (4) Will not be used to mail from one active DOD component to another active DOD component, including Army.

2-35. Other reply mail methods

Place postage stamps or premetered imprints only on items of known requirements. Premetered reply mail shall be prepared per the DMM, section 144. Premetered postage or postage stamps will be used—

- a. When they are more cost-effective than merchandise return or business reply.
- b. When the originator is reasonably certain a response will be made.
- c. When a reply is sought from an individual or organization

which does not normally have access to a U.S. Government official mailroom for affixing postage.

Section IV Receiving Mail, Unclassified

2-36. Delivery and pickup agreements

- a. Agreements between each installation and the local USPS will be negotiated to ensure official mail pick-up and delivery complies with this regulation, USPS Publication 38A, and the DMM.
- b. All outgoing mail will be centrally dispatched by the installation.
- c. All incoming mail will be delivered as addressed.
- d. The USPS is required to deliver all mail, including that addressed to military installations, as addressed to each—
 - (1) Street address.
 - (2) ZIP+4 address.
- e. When an agreement with the USPS cannot be reached, installation OMMs will contact the General Manager/Postmaster at the USPS Field Division Office responsible for the installation location. If agreement still cannot be reached, forward the matter through command and functional channels to: POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FORT HUACHUCA AZ 85613-5000.

2-37. Postage due mail addressed to Army activities

- a. *Payment for postage due mail.*
 - (1) Payment for postage due mail, other than for mail from a hostile operations area, is not authorized and will not be accepted by Army addressees.
 - (2) Payment for address correction services is authorized.
- b. *Insufficient postage.*
 - (1) Mail with insufficient postage will be returned to the sender for additional postage.
 - (2) Mail addressed to an Army activity and deposited without any postage will be returned to the sender without any attempt to deliver.

2-38. Postage due penalty mail originating in hostile environment

Postage due penalty mail will—

- a. Be used only by military units engaged in hostile operations.
- b. Be used only per paragraph 1-8 and the DMM, section 137.5.
- c. Be paid for by the addressee upon receipt by U.S. Treasury check, stamps, or meter strips.
- d. Will not be refused by the addressee.
- e. Will not be used to notify next of kin of casualties. Send all such mail to the supporting MACOM headquarters for forwarding to the next of kin.

2-39. Opening official mail

- a. Official mail that is not registered or certified may be opened when it is—
 - (1) Not addressed to an individual. Official mail not addressed to a specific individual by name may be opened by the head of an Army element to which it is addressed or an appointed representative.
 - (2) Addressed to an individual that is not identifiable. Official mail received which is addressed to a specific individual by name that cannot be identified may be opened and routed by subject matter.
- b. Official matter addressed by name to a specific identifiable individual will be delivered unopened.

2-40. Controlled mail processing

- a. Correspondence distribution and controlled mail processing will be performed at the lowest cost without sacrificing efficiency, security, and privacy. Except for containers marked "Sealed Bid," "Freedom of Information Act request," or "Privacy Act request,"

time or date stamping is not the responsibility of the OMDC. Correspondence other than classified, bids, FOIA and Privacy Act will be controlled by the office to which it is addressed.

b. Personal or unofficial correspondence and mail.

(1) The receipt of mail that is personal, unofficial, or nonmission related is prohibited.

(2) The dispatch of personal, unofficial, and nonmission related correspondence and mail is prohibited.

(3) Processing personal, unofficial, and nonmission related mail and correspondence will be in accordance with DOD 4526.6-M, volume II.

(4) Exceptions—

(a) Students attending a course of instruction of 6 months or less may use official mail channels for receipt only of personal, unofficial, or nonmission related mail. Payment of postage and related fees is the responsibility of the sender.

(b) Newly assigned personnel may use official mail channels for the receipt of personal, unofficial, or nonmission related mail for not more than 60 days. Commanders or agency heads may extend this 60 days where the individual is not at fault. Payment of postage and related fees is the responsibility of the sender.

(c) If a remotely located installation does not have a support agreement with the local USPS for receipt, dispatch or delivery of personal mail, the local commander may request approval to authorize the official mail and distribution center to handle the receipt of personal, unofficial, or nonmission related mail. DOD 4525.6-M, volume II, applies. Requests for exception will be made through the major command to: POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FT HUACHUCA AZ 85613-5000.

(d) Appropriated fund postage may be used to send personal mail through USPS delivery channels only in accordance with paragraphs 2-21 and 2-22. OMDCs will not consolidate personal mail bearing postage. Postage for personal mail received by OMDCs must be prepaid by the sender.

(e) The OMDC will not accept cash on delivery (COD) mail.

(f) OMDCs will not operate or maintain postage stamp vending machines nor sell or offer for sale USPS postage stamps.

Section V

Receiving Mail, Classified

2-41. Mail requiring special handling

Certain categories of correspondence require special handling. Protection is the chief concern with this correspondence.

a. *Classified correspondence.* Classified correspondence contains information or material that is owned by, produced for or by, or under the control of the U.S. Government. It requires protection against unauthorized disclosure and will be so designated.

b. *Registered or USPS express mail.* Registered or USPS express mail may contain classified or unclassified correspondence. AR 380-5, chapter 8 has specific instructions on how to mail different levels of classified information. DA Form 3964 (Classified Document Accountability Record) should be used for this purpose.

2-42. Processing incoming classified correspondence

a. *Protection.* The necessary protection to control classified and registered documents is best decided by the principal official of the receiving office. Principal officials of Army elements will take any additional protective measures needed to supplement those prescribed by DOD Army regulations.

b. *Recording.* OMDCs must record all registered, express, return receipt for merchandise, numbered, and certified mail received from postal channels. Use PS Form 3883 (Firm Delivery Book — Registered, Certified, and Numbered Insured Mail) to accept accountable mail from the USPS.

(1) Other than being logged by registry number, unclassified registered correspondence is controlled as any other piece of mail.

(2) Incoming registered, USPS express, return receipt for merchandise, or certified mail will be forwarded to the classified unit of the OMDC for processing.

(3) First-Class mail marked POSTMASTER, ADDRESS CORRECTION REQUESTED, DO NOT FORWARD will be delivered unopened to the classified section or unit of receiving activity for processing. The unit security officer will be notified, per AR 380-5, paragraph 6-102, when the outer envelope is mangled in appearance and the inner envelope is torn or otherwise tampered with.

2-43. Address on and opening of official registered and certified mail

a. *Restrictions on use of registered or certified mail.* Official registered, insured, or certified mail will not be addressed to an individual by name or to a name attention line unless authorized by paragraph 2-31. Registered or certified mail will be restricted to instances specifically required by law or DOD directive. Such instances may also be DOD directives as implemented by Army regulation, non-DOD directives issued by other Government agencies with which DA must comply to carry on its normal business, or instances authorized in writing by the Army OMM.

b. *Addressed directly to individuals.* Official registered or certified mail or correspondence addressed to an individual by name will not be opened by anyone other than the addressee or his or her designated representative.

c. *Addressed to an individual by name on the attention line.* Official registered or certified mail addressed to an individual by name on the attention line may be opened by the principal official of the Army element to which it is addressed or by his or her designated representative.

d. *Receipting for registered, insured, or certified mail addressed to individuals.* Official registered, insured, or certified mail addressed directly to a person by name or to an individual by name on the attention line by name addressee should be held in a secure place and receipted for by authorized official mail and distribution clerks or personnel.

Table 2-2
Domestic mail classification selection table

Rule	A If matter is—	B and is mailed—	C then it
1	letter mail other First-Class matter weighing less than 11 ozs	within CONUS; to from, or between MPOs	will be sent First-Class or Express Mail (See note 1)
2	Letter mail and other First-Class matter, consolidated mailings, or Joint Uniform Military Pay System (JUMPS) pouches weighing more than 11 ozs		will be sent Priority or Express Mail (See note 1)
3	high priority logistic shipments such as not mission capable supply (NMCS) and anticipated not mission capable supply (ANMCS)		may be sent Priority or Express Mail (See note 8)
4	transportation Priority 1 shipments		may be sent Priority or First-Class. (See note 2)
5	transportation Priority 1 shipments		will be sent 3d Class MOM 4th Class, or 4th Class MOM (see note 3)
6	non-Military standard Requisitioning and Issue Procedures (MILSTRIP) parcels (for example, unaccompanied hold baggage, personnel records, reference documents or equipment for inspection or assistance teams, etc.)	within CONUS and speed is needed to meet RDD	may be sent First-Class, than 12 ozs; Priority, if over 12 ozs. (See note 2)
7	non-MILSTRIP parcels	to, from or between MPOs and speed is needed to meet required delivery date	may be sent First-Class, Priority, Third-Class MOM, or Fourth-Class MOM
8	all other non-MILSTRIP matter not covered by rules 6 and 7 above	within CONUS: to from, or between MPOs,	shall be sent Third-Class or Fourth-Class
9	bulk distribution of classified accountable or critical to flying or marine safety; communications systems publications; immediate action regulations or directives, or emergency publications or forms requisitions (See notes 4 and 5)	within CONUS	may be sent First-Class or Priority (See note 5.)
10	bulk distribution of publications (including regulations, manuals, directives, and instructions) and blank forms not covered in rule 11	within CONUS; to from, or, between MPOs	will be sent freight, Third Class Bulk Rate, Special Fourth Class Rate, Third or Fourth Class.
11	bulk distribution of classified accountable or critical to flying or marine safety, and communication systems publications	to, from, or between MPOs,	may be sent First-Class or Priority (See note 5)
12	bulk distribution of immediate action regulations, directives, or emergency publications or form requisitions		may be sent First-Class, Third-Class MOM, or Fourth-Class MOM.
13	bulk distribution of periodicals and newspapers	within CONUS; to, from, or between MPOs	will be sent Second, Third, or Fourth-Class, or Special Fourth Class Rate (See note 6).
14	single copies of periodicals in rule 13 and sent to individuals or organizations		shall be sent Requester Publications Rate or Third-Class Bulk Rate (See notes 6 and 7).

Notes:

¹ 1. These items are covered by the private express statutes.

² 2. Regardless of class, USPS moves mail by surface to addressees within 200 miles of point of origin. Third- or fourth-class postage with " Special Handling " is less costly than First-Class or Priority Mail and provides preferential handling to the extent practical in dispatch and transportation. See DMM, section 916.

³ 3. MOM service is available only on mail addressed to or sent from an MPO.

⁴ 4. Other publications or blank forms will not be included as filler.

⁵ 5. Material will be prepared for mailing in accordance with DOD 5200.1-R and appropriate DOD Component directives.

⁶ 6. Principal officials of DOD Components may approve exceptions to use MOM on shipments from the CONUS to overseas active duty target audience addresses after determining the material is time sensitive and faster delivery is needed to support an internal information program. First-Class and Priority mail will not be used.

⁷ 7. Items must meet eligibility requirements for the Third-Class or requester publication rates.

⁸ 8. Express Mail is not available at all MPOs. Contact the USPS for availability information.

QUARTERLY POSITIVE ACCOUNTABILITY POSTAGE ADMINISTRATION SYSTEM						REQUIREMENTS CONTROL	
For use of this form, see AR 25-51; the proponent agency is ODISC4						SYMBOL: ISC-76	
NOTES: <ul style="list-style-type: none"> • Blocks 4 and 20 are for installations imposing targets on customers • Block 19 is the totals of Blocks 5 through 17 • Block 4 becomes Block 19 for the next reporting period • When reporting as an installation, the customer named is the activity • When reporting as a MACOM, the customer named is the hosted installation • When reporting as Army, the customer named is each MACOM; separate reporting activity • If your organization has more customers than columns provided, use additional sheets 							
1 NAME OF INSTALLATION OR MACOM FORSCOM						2 REPORTING PERIOD 2d Qtr, FY 91	
3 MAIL CODE CUSTOMER NAME	Ft Bragg	Ft McPherson	Ft Lewis	Ft Meade	1ST Army	Ft Hood	2* TOTAL THIS PERIOD
4 BEGINNING TARGET THIS PERIOD	525,000	196,502	600,000	500,000	1,123,467	310,395	3,255,364
5 ADDRESS CORRECTION (1001)							
6 BUSINESS REPLY MAIL (1002)	81	150	620		185	57	1,093
7 EXPRESS MAIL (1003)							
8 MERCHANDISE RETURN SERVICE (1004)							
9 METER LOADING PURCHASES (1005)	120,000	50,000	100,000	178,000	310,326	104,000	862,326
10 CONTRACTOR REIMBURSEMENT (1006)		6,018				3,677	9,695
11 PERMIT FEES (1007)	21,261	1,164	19,961	8,734	60		51,180
12 PERMIT MAILINGS POSTAGE PAID (1008)							
13 POSTAGE DUE MAIL (1009)							
14 POSTAGE STAMPS PURCHASED (1010)	32,384		2,060	133	23,726		58,303
15 POSTAGE STAMPED CARDS ENV (1011)							
16 REQUESTER PUES, SECOND CLASS (1012)							
17 POSTAGE DUE FROM HOSTILE OPS AREAS							
18 PRIVATE CARRIER FEES THIS PERIOD		8,980	8,564	8,618	5,080		31,242
19 TOTAL FUNDS USED THIS PERIOD (1999)	173,726	66,312	131,205	195,485	339,377	107,754	1,013,837
20 TOTAL TARGET REMAINING	351,274	130,190	468,795	305,515	784,090	202,661	2,241,527

Figure 2-1. Sample of a completed DA Form 7224-R

Legend for Figure 2-1;

Figure 2-1. Instructions for preparing DA Form 7224-R (Quarterly Positive Accountability Postage Administration System)

1. Name of installation or MACOM. Self-explanatory.

2. Reporting period. Complete using fiscal quarter being reported upon.

3. Mail code/customer name. Number locally assigned used to identify each customer and name of the organization using mail services.

4. Beginning target this period. Record only if targets have been assigned at the installation.

5. Address correction (1001). Charges paid by U.S. Treasury check for address correction services.

6. Business reply mail (1002). Charges paid by U.S. Treasury check or deduction from a Business Reply Mail (BRM) or Business Reply Mail Accounting System Advance Deposit Trust Account (ADTA).

7. Express mail (1003). Charges paid by U.S. Treasury check or deduction from an Express Mail corporate Account. Express mail

charges paid by the use of postage stamps or meter imprints are reported as purchases of those items.

8. Merchandise return service (1004). Charges paid by deduction from ADTA.

9. Meter loading purchases (1005). Payment for meter settings paid for by U.S. Treasury check or deduction from an ADTA.

10. Contractor reimbursement (1006). Some contracts may require the contractor to pay postage on items shipped and the contracting activity to reimburse the contractor. Such postage will be a separate item on the invoice. This includes presort contracts.

7. Totals. The balance remaining from the current quarter is to be carried forward to the next quarter's worksheet.

PRIVATE CARRIER SERVICE WORKSHEET For use of this form, see AR 25-61; the proponent agency is ODISC4							
1 PRIVATE CARRIER				2 FISCAL QUARTER REPORTING			
Roadway Express				2d Qtr, FY91			
3 DATE	4 SERVICE	5 AMOUNT	6 TOTAL	3 DATE	4 SERVICE	5 AMOUNT	6 TOTAL
3 Jan 92	Overnight	12.85	12.85				
1 Feb 92	Same Day	35.00	47.85				
15 Feb 92	Overnight	17.35	65.20				
28 Feb 92	Second Day	5.85	71.05				
1 Mar 92	Overnight	59.00	130.95				
7 Mar 92	Same Day	39.50	169.55				
			7 TOTALS				169.55

Figure 2-3. Sample of a completed DA Form 7224-2-R

Legend for Figure 2-3:

Figure 2-3. Instructions for preparing DA Form 7224-2-R (Private Carrier Service Worksheet)

1. **Private carrier.** Enter name of the private carrier.
2. **Fiscal quarter reporting.** Complete using fiscal quarter being reported on.
3. **Date.** Enter the date of each transaction in this column.
4. **Service.** Enter type of service purchased in this column.
5. **Amount.** Enter amount charged for each purchase in this column.
6. **Total.** Calculate the total by adding the amount to the previous line's total and enter the result in this column.
7. **Make one worksheet for each carrier.**

Chapter 3

Distribution Management

3-1. Hours of operation and release of correspondence

a. *Hours of operation of the OMDC.* Schedule the first delivery of correspondence to action offices within 1 hour after the start of a normal workday or 1 hour after receipt of the first incoming USPS mail, whichever is later. Overseas commanders will establish operating hours to meet their needs.

b. *Release of correspondence from action offices.* Release outgoing correspondence and items for control early enough to be received and processed by the OMDC before the last daily pickup by the U.S. Post Office.

3-2. Routing

a. *Direct routing.* Route correspondence the most direct route possible. Send routine correspondence straight to action offices, whenever possible.

b. Routing guides. OMDCs that route correspondence straight to more than 10 organizations (divisions, branches, sections, and units) will maintain correspondence routing guides.

c. *Routing correspondence.* Route correspondence in the following manner:

- (1) Route correspondence by sorting straight into compartments of a sorting rack.
- (2) Use a correspondence routing slip or rubber stamp with check

boxes only for correspondence that requires special routing instructions.

(3) Route controlled correspondence by DA Form 2445 (Correspondence Control Record) or a suitable automated document.

d. *Courtesy copies.* Do not remove courtesy copies or make copies for filing before final action is taken.

e. *Related papers.* Do not route correspondence to files personnel for locating related papers.

3-3. Distribution of local command publications, directives, and official correspondence

OMDCs distribute local publications and directives as prescribed by the proponent. The OMDC will not reproduce publications or orders for distribution. The installation publications control or administrative officer will furnish all copies of publications to be distributed. See AR 25-50, paragraph 2-4 a (5)(c), for distribution of multiple addressee correspondence.

3-4. Distribution lists and formulas

a. Distribution lists—

(1) Are based on normal, predetermined requirements of a headquarters.

(2) Do not fit all situations.

(3) Will be updated as required, but at least annually, and limited to the minimum consistent with the needs and best interests of the headquarters.

(4) Will only be used on the installation. Mail for addressees at other locations will be properly packaged and addressed per paragraph 2-12.

(5) Will be furnished to the OMDC and will include the number of copies for each addressee. This also applies to special distribution lists. Figure 3-1 is an example of distribution instructions for a directive using the formula method.

b. Post the distribution formulas at each sorting compartment.

DISTRIBUTION
B

SPECIAL DISTRIBUTION:

- 2 Chief, Special Supply Agency
- 2 Principal Official, Special Project Department
- 2 Office of the Comptroller

Figure 3-1. Sample distribution instructions

3-5. Control and assignment of messengers

Messenger service is not required for distribution but may be established to facilitate the distribution process. When used, messenger personnel will—

a. Be centrally supervised and assigned.

b. Deliver messages and correspondence, when practical. Use separate messengers if scheduled delivery of correspondence would delay delivery beyond the times permitted in AR 25-11.

c. Not combine delivery of classified and unclassified correspondence during delivery of official mail.

d. Keep a continuous receipting system for the control of registered material or classified material requiring receipt.

3-6. Pickup and delivery schedules

Commanders and agency principal officials will establish an internal correspondence and mail pickup and delivery schedule. The schedule will provide for—

a. Internal pickup and delivery service at set intervals.

b. The last pickup of the day to be made within 1 hour of the scheduled closing hour of the agency.

c. Direct delivery of correspondence to the lowest practicable organizational level.

d. Elimination of duplicate or overlapping pickup and delivery schedules.

e. A minimum travel distance for all messengers.

f. Coordination with local OMDC and USPS pickup and delivery schedule.

**Chapter 4
Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas**

**Section I
Mail Sent Through Department of State Diplomatic Pouch**

4-1. Preparing Mail

a. All mail, official and personal, classified and unclassified, intended for dispatch overseas by diplomatic pouch will be addressed in accordance with this chapter. Appropriate address formats are shown in figure 4-1. Addresses will consist of the name of the receiving person or organization, the diplomatic post name, DEPARTMENT OF STATE, WASHINGTON, DC 20521-XXXX. The XXXX denotes the +4 portion of the ZIP+4 code. These codes are listed in table 4-1.

Sample:

(NAME OF PERSON)
(DIPLOMATIC POST NAME)
WASHINGTON DC 20521-(last four numbers of ZIP + 4 code listed in table 4-1)

JOHN DOE
ABIDJAN
DEPARTMENT OF STATE
WASHINGTON DC 20521-2010

Figure 4-1. Sample address format for mail sent through the Department of State Pouch, Washington, DC

Table 4-1
ZIP + 4 codes for unclassified mail and inner wrapper on classified DOD diplomatic pouch mail

Post	ZIP code
Abidjan	2010
Abu Dhabi	6010
Accra	2020
Adana	5020
Addis Ababa	2030
Alexandria	6090
Algiers	6030
Amman	6050
Amsterdam	5780
Ankara	7000
Antananarivo	2040
Antigua	3010
Antwerp	5240
Apia	4400
Assuncion	3020
Athens	7100
Auckland	4370
Baghdad	6060
Bamako	2050
Bandar Seri Begawan	4020
Bangkok	7200
Bangui	2060
Banjul	2070
Barcelona	5400
Barranquilla	3040

Table 4-1
ZIP + 4 codes for unclassified mail and inner wrapper on
classified DOD diplomatic pouch mail —Continued

Post	ZIP code
Beijing	7300
Beirut	6070
Belfast	5360
Belgrade	5070
Belize	3050
Berlin, (GDR) (EMB)	5090
Berlin, FRG (Mission)	5100
Bern	5110
Bilbao	5410
Bissau	2080
Blantyre	2290
Bogota	3030
Bombay	6240
Bonn	7400
Bordeaux	5580
Brasilia	7500
Brazzaville	2090
Bremen	5150
Bridgetown	3120
Brisbane	4130
Brussels USNATO (M)	5230
Brussels (EMB)	7600
Bucharest	5260
Budapest	5270
Buenos Aires	3130
Bujumbura	2100
Bukavu	2240
Cairo	7700
Calcutta	6250
Calgary	5490
Canberra	7800
Cape Town	2480
Caracas	3140
Casablanca	6280
Cebu	4230
Chengdu	4080
Chiang Mai	4040
Ciudad Juarez	3270
Colombo	6100
Conakry	2110
Copenhagen	5280
Cotonou	2120
Curacao	3160
Dacca	6120
Dakar	2130
Damascus	6110
Dar es Salaam	2140
Dharhan	6310
Djibouti	2150
Doha	6130
Douala	2530
Dubai	6020
Dublin	5290
Durban	2490
Dusseldorf	5160
Edinburgh	5370
Florence	5670
Frankfurt	7900
Freetown	2160
Fukuoka	4310
Gaborone	2170
Geneva	5120
Genoa	5680
Georgetown	3170
Grenada	3180
Guadalajara	3280
Guangzhou	4090
Guatemala City	3190
Guayaquil	3430
Halifax	5500
Hamburg	5180

Table 4-1
ZIP + 4 codes for unclassified mail and inner wrapper on
classified DOD diplomatic pouch mail —Continued

Post	ZIP code
Hamilton	5300
Harar	2180
Havana	3200
Helsinki	5310
Hermosillo	3290
Hong Kong	8000
Honiara	4390
Islamabad	8100
Istanbul	5030
Izmir	5040
Jakarta	8200
Jedda	6320
Jerusalem	6350
Johannesburg	2500
Kabul	6180
Kaduna	2260
Kampala	2190
Karachi	6150
Kathmandu	6190
Khartoum	2200
Kigali	2210
Kingston	3210
Kinshasa	2220
Kolonia	4120
Koror	4260
Krakov	5140
Kuala Lumpur	4210
Kuwait	6200
Lagos	8300
Lahore	6160
La Paz	3220
Leningrad	5440
Libreville	2270
Lilongwe	2280
Lima	3230
Lisbon	5320
Lome	2300
London	8400
Lubumbashi	2230
Lusaka	2310
Luxembourg	5380
Lyon	5590
Madras	6260
Madrid	8500
Majuro	4380
Malabo	2320
Managua	3240
Manama	6210
Manila	8600
Maputo	2330
Maracaibo	3150
Marseille	5600
Martinique	3250
Maseru	2340
Matamoros	3300
Mazatlan	3310
Mbabane	2350
Medan	4190
Melbourne	4140
Merida	3320
Mexico City	8700
Milan	5690
Mogadishu	2360
Mombasa	2400
Monrovia	8800
Monterrey	3330
Montevideo	3360
Montreal	5510
Moroni	2380
Moscow	5430
Munich	5190

Table 4-1
ZIP + 4 codes for unclassified mail and inner wrapper on
classified DOD diplomatic pouch mail —Continued

Post	ZIP code
Muscat	6220
Naha	4320
Nairobi	8900
Naples	5700
Nassau	3370
N'Djamena	2410
New Delhi	9000
Niamey	2420
Nice	5610
Nicosia	5450
Nouakchott	2430
Nuevo Laredo	3340
Oporto	5330
Oran	6040
Osaka-Kobe	4330
Oslo	5460
Ottawa	5480
Ouagadougou	2440
Palermo	5710
Panama	9100
Parimaribo	3390
Paris	9200
Perth	4160
Peshawar	6170
Ponta Delgada	5340
Port-au-Prince	3400
Port Louis	2450
Port Moresby	4240
Port of Spain	3410
Porto Alegre	3070
Poznan	5050
Prague	5630
Praia	2460
Pretoria	9300
Pusan	4270
Quebec	5520
Quito	3420
Rabat	9400
Rangoon	4250
Recife	3080
Reykjavik	5640
Rio de Janeiro	3090
Riyadh	6300
Rome	9500
Rotterdam	5790
Salvador de Bahia	3100
Salzburg	5830
Sanaa	6330
San Jose	3440
San Salvador	3450
Santiago	3460
Santo Domingo	3470
Sao Paulo	3110
Sapporo	4340
Seoul	9600
Seville	5420
Shanghai	4100
Shenyang	4110
Singapore	4280
Sofia	5740
Songkhia	4050
St. George's	3180
Stockholm	5750
Strasbourg	5620
Stuttgart	5200
Surabaya	4200
Suva	4290
Sydney	4150
Taipei Ait	4170
Tangier	6290
Tegucigalpa	3480

Table 4-1
ZIP + 4 codes for unclassified mail and inner wrapper on
classified DOD diplomatic pouch mail —Continued

Post	ZIP code
Tel Aviv	9700
The Hague	5700
Thessaloniki	5060
Tijuana	3350
Tokyo	9800
Toronto	5530
Trieste	5720
Tunis	6360
Turin	5730
Udorn	4060
Ulan Bator	4390
Valletta	5800
Vancouver	5540
Vatican City	5660
Victoria	2510
Vienna	9900
Vientiane	4350
Warsaw	5010
Wellington	4360
Windhoek	2540
Winnipeg	5550
Yaonde	2520
Zagreb	5080
Zurich	5130

b. Diplomatic pouches will not be marked in any way except as diplomatic correspondence. The pouch will not display notice labels or organizational symbols that provide clues to the nature of its contents. Pouches containing classified items will be prepared and documented in the same manner as pouches containing unclassified items; however, they are accompanied by an authorized U.S. Government employee.

c. Army activities may use the diplomatic pouch service only if no MPS or international mail service is available. Generally, diplomatic pouches will be used only for classified material, material too large for postal channels, or to diplomatic posts without MPS support.

d. Pouch contents will not be disclosed to any person except U.S. Government employees with the proper classification and a need to know. **UNDER NO CIRCUMSTANCES WILL THEY BE DISCLOSED TO OR DISCUSSED WITH FOREIGN OFFICIALS.**

e. There are no limits on pouch size or weight for official items except those imposed by host governments (contact DPM or diplomatic post for latest information) and the capacity of the mode of transport. See paragraph 4-2 *b* for size and weight restrictions for items to go in the diplomatic pouch.

4-2. Official and personal mail

Official and personal mail that is sent through Department of State (DOS) facilities must comply with the following requirements and restrictions:

a. Prohibited is shipment of alcoholic beverages, ammunition, animals or animal products (skins), resale items, bulk supplies of any nature, caustics, controlled substances, corrosives, currency, explosives, firearms, flammable type films, glass containers, incendiary materials, liquids, magnetic materials, narcotics, negotiable instruments, personal professional books and materials, plants, poisons, and radioactive substances.

b. No item of mail prepared for shipment in standard diplomatic pouches will exceed 40 pounds, or 62 inches in length and girth combined, or 24 inches at its longest dimension. Items exceeding these dimensions and weight will not fit into standard diplomatic pouches. Coordinate items exceeding the above specifications with

the DOS Unclassified Pouch Branch at (703) 661-6300 for unclassified official matter or the DOS Classified Pouch and Mail Branch at (202) 647-2396 or 2397 for classified official matter.

c. Articles must be packed in double corrugated wrapping or in a box tied securely.

d. Personal mail may not—

(1) Be registered, certified, or insured.

(2) Have COD charges due.

(3) Be intended for delivery to or for use by a third party.

e. Personal airmail is normally limited to letters.

f. Personal items exceeding the weight and size limitations above will not be shipped through the diplomatic pouch service.

g. Personal package originating in CONUS. Personnel at overseas posts may receive packages from CONUS. However, packages may not be sent to CONUS through DOS channels unless they contain merchandise purchased in the United States that is being returned for exchange or refund, and endorsed accordingly.

4-3. Inspection of contents

a. DOS reserves the right to examine all items intended for dispatch by pouch. Each addressor or addressee using the diplomatic pouch service automatically agrees to the following types of examination procedures by DOS Pouch Control Officers—

(1) *Electronic inspection.* All forms of electronic inspection, including X-ray and metal detectors.

(2) *Physical inspection.* Mail suspected of containing prohibited items may be opened for inspection by Pouch Control Officers. Unclassified items may be opened without consent of addressor or addressee. Classified items may be opened only in the presence of and with the consent of the addressor or addressee. If consent is refused the item will not be accepted for pouch transmission or it will be returned to the addressor when received in an incoming pouch.

b. Violators of DOS policies for diplomatic pouch service will be subject to loss of pouch privileges and/or disciplinary action.

4-4. Official mail from diplomatic posts of United States

a. All items originating at diplomatic posts will be prepared and presented as required herein and by the diplomatic post.

b. The originating diplomatic post will pay transportation charges for pouches they transmit. When the diplomatic post charges for the use of the pouch service, the originating DOD component is responsible for payment.

c. Items originating at diplomatic posts intended for dispatch into the domestic postal system (USPS and MPS) are turned over to the USPS at the Diplomatic Pouch and Mail Division. These items must meet USPS standards and other requirements of this regulation.

(1) The originator will apply the appropriate amount of postage at the full, single piece rate. Use the USPS Zone Chart (table 4-2) to determine the correct zone for zone-rated postage. When application of postage of official, unclassified, mailable items is not feasible at the diplomatic post send the items to the parent DOD component for application of postage.

Table 4-2
USPS Zone Chart for mail originating from ZIP codes beginning with 200-205, 209, and 220-223

ZIP code prefixes	Zone
004-005	3
006-009	7
010-011	4
012	3
013-046	4
047	5
048-059	4
060-061	3
062	4
063-079	3
080-086	2
087-119	3
120-123	4

Table 4-2
USPS Zone Chart for mail originating from ZIP codes beginning with 200-205, 209, and 220-223 —Continued

ZIP code prefixes	Zone
124-127	3
128-129	4
130-132	3
133-136	4
137-142	3
143	4
144-153	3
154-156	2
157-158	3
159	2
160-165	3
166	2
167	3
168	2
169	3
170-176	2
177	3
178-179	2
180-181	3
182	2
183-188	3
189-199	2
200-214	1
215	2
216-217	1
218-219	2
220-227	1
228-241	2
242-243	3
244-245	2
246-253	3
254	1
255-261	3
262-265	2
266	3
267-268	2
270-286	3
287-296	4
297	3
298-315	4
316-317	5
318-319	4
320-355	5
356-359	4
360-361	5
362	4
363-367	5
368	4
369	5
370-374	4
375	5
376-379	4
380-383	5
384-385	4
386-397	5
399-420	4
411-412	3
413-414	4
415-416	3
417-418	4
420	5
421-436	4
437-447	3
448-455	4
456-457	3
458-497	4
498-509	5
510-511	6
512-533	5
534	4
535-561	5
562	6

Table 4-2
USPS Zone Chart for mail originating from ZIP codes beginning
with 200-205, 209, and 220-223 —Continued

ZIP code prefixes	Zone
563-564	5
565-587	6
588-595	7
596-599	8
600-609	4
610-617	5
618-619	4
620-667	5
668-672	6
673	5
674-693	6
700-704	5
705-706	6
707-729	5
730-742	6
743-744	5
745-748	6
749	5
750-784	6
785	7
786-787	6
788	7
789-796	6
797-806	7
807	6
808-831	7
832-844	8
845	7
846-864	8
865-885	7
889-999	8

(2) The various postal discounts for ZIP+4, pre-bar coded, presort, and bulk rates require special documentation and will not be used.

(3) USPS special services, such as registered, certified, insured, and so on, are not available for diplomatic pouch mail.

d. All unclassified, non-mailable items (because of size, weight, or content) will be prepared as required by DOS. Advise the addressee the item is being shipped so arrangements can be made to pick up the item on arrival at the Diplomatic Pouch and Mail Division.

4-5. Classified

Classified items entered into the diplomatic pouch service must be marked CONFIDENTIAL, SECRET, or TOP SECRET plus any other markings required by DOD 5200.1-R. These are the only classifications recognized by DOS. DOS assumes items not bearing one of those indicators are unclassified. Items marked with any other classification will not be accepted.

a. The following apply to CONFIDENTIAL and SECRET material:

(1) All CONFIDENTIAL and SECRET material must be registered per c below.

(2) Use the diplomatic pouch service only when an MPO address cannot be used.

(3) Prepare the outer wrapper per DOD 5200.1-R. Address it to: CHIEF, POUCH AND MAIL BRANCH, DEPARTMENT OF STATE, WASHINGTON DC 20520-0528.

(4) Mark the inner wrapper per DOD 5200.1-R. Address it to the recipient as shown in figure 4-1.

b. TOP SECRET and cryptographic material will be sent through the Defense Courier Service per AR 66-5, AR 380-5, AR 380-40, and its own instructions. TOP SECRET material may be sent through the Defense Courier Service to the DOS for delivery by appropriate means. The Defense Courier Service unique two line address for DOS is: 449321-BA23, DOS SEC OF STATE.

c. Any item for which the originator wants a receipt signature from the Diplomatic Pouch and Mail Division will be clearly marked REGISTERED and have a registry number. The registry number will be preceded by a designation which identifies it as the registry number; for example, RegNum 123456. Registered material received for forwarding is not assigned a number by the forwarding office, the originator's registry number is perpetuated throughout the mail system. The registry number will be typewritten and appear in the lower left corner of the envelope or the address label. When items are sent to the Diplomatic Pouch and Mail Division through USPS registered mail, coordinate a registry number with the USPS prior to closing the outer wrapper. Use the USPS registered mail number as the registry number on the inner wrapper. When items for more than one addressee are consolidated under one USPS registry number, identify each item by adding a different letter after the USPS registry number on the inner wrapper.

4-6. Packages containing emergency health supplies

The DOS will accept, for forwarding by airmail, health packages that contain an emergency supply of prescription medicine or other urgently needed health items (such as prescription eyeglasses, hearing aids, children's orthopedic shoes, and dentures). If, during an inspection, a package is found to contain items other than those listed on the customs form, the package will be returned to the sender. For those health packages—

a. Place the following statement in the lower corner of the package: EMERGENCY MEDICAL SUPPLIES (identify of items) AIR SHIPMENT REQUESTED.

b. Add the sender's return address, and address the package to the individual by grade, name, and social security number, and appropriate address per table 4-1.

Section II

Special Mailing Procedures

4-7. Special instructions

Special mailing instructions listed in table 4-3 will be followed.

4-8. United States Postal Service Domestic Mail Manual

Refer to DMM, section 125 for additional restrictions on mail addressed to overseas military post offices.

4-9. Change in official mailing address

Commanders will report, through channels, changes in official mailing addresses to POLICY DIVISION, ATTN ASOP MR, US ARMY INFORMATION SYSTEMS COMMAND, FT HUACHUCA AZ 85613-5000.

Table 4–3
Special mailing instructions

Types of mail	Address or handling
Major Overseas Commands all mail:	
Headquarters of unified and major Army overseas commands.	As shown in DA PAM 25–50
Communications on joint matters that are the responsibility of the unified command and that have not been assigned to an executive agent.	To the applicable unified command.
Communications that are not the responsibility of a unified command (that is, informational communications or directives that pertain solely to Army).	Directly to the major Army command.
North Atlantic Treaty Organization (NATO) Commands	
Unclassified:	
For the Supreme Headquarters, Allied Powers, Europe (SHAPE).	US DOCUMENTS OFFICER, OFFICE OF THE USNMR, SHAPE, APO NY 09705.
For NATO organizations subordinate to SHAPE.	As shown in DA PAM 25–50
Classified:	
When authority to release information to NATO has not been granted, and—	
a. Such authority is not desired (information is for internal U.S. addressee use only).	As shown in DA PAM 25–50
b. Such authority is desired.	Forwarded through disclosure channels prescribed in AR 380–10.
When authority to release information to NATO has been duly granted per AR 380–10, and the proposed recipient is—	
a. Allied Forces Central Europe (AFCENT) or its subordinate commands (e.g., Central Army Group (CENTAG)).	COMMANDER, US ARMY ELEMENT, CENTAG, US DOCUMENT OFFICER, APO AE 09099
b. SHAPE Technical Center (STC).	US R AND D COORDINATOR, SHAPE TECHNICAL CENTER, APO AE 09705
c. Other NATO organizations subordinate to SHAPE, and SHAPE itself.	US DOCUMENT OFFICER, OFFICE OF THE USNMR, SHAPE, APO AE 09705
d. An organization subordinate to Supreme Allied Commander, Atlantic (SACLANT), and SACLANT HQ itself.	US LIAISON OFFICER, SACLANT, OFFICE OF THE CNO, NORFOLK VA 23511–5000
Defense Attaches (All mail):	
Official action correspondence for Army attaches on internal administrative activities.	Directly to the Army attache.
Official correspondence about Army representational functions.	When not otherwise specified, send to the Army attache, Send information copies to ATTN DAMI FL, HQDA, WASHINGTON DC 20310–1040 and the DEP DIR FOR ATTACHE AFFAIRS, ATTN DIA AH 10, DEFENSE INTELLIGENCE AGENCY, WASHINGTON DC 20340–5043
Security Assistance Organizations (SAO) (classified/pouch mail):	
Classified, less CONFIDENTIAL	See DA PAM 25–50
CONFIDENTIAL material only	Material being sent through the Department of State must be double wrapped, sent First-Class Mail, and contain the statement POSTMASTER, ADDRESS CORRECTION REQUESTED, DO NOT FORWARD TO SENDER in the lower left corner of the outer envelope.
	a. The outer envelope must not contain any indication as to the final addressee.
	b. The inner envelope must contain the appropriate security classification markings and address.
SECRET material	Mail being sent to the Department of State Pouch system must be double-wrapped and sent by Registered Mail. See figure 4–1 for address format.
	a. Outer envelope must not contain any indication as to the final addressee.
	b. Inner envelope must contain the appropriate Security Classification markings and the final addressee.
Pouch system/envelopes	When using the Department of State pouch system, mark envelopes per chapter 4, paragraph 4–2.

Table 4-3
Special mailing instructions —Continued

Types of mail	Address or handling
Official Mail for Certain People Residing in Foreign Countries (unclassified):	
Extension course material	<p>a. When possible, send through military postal service if the recipient has APO/FPO privileges. If not, send through the defense attache in the country. When sent through defense attaches for transmission to foreign countries through Department of State facilities address as shown in figure 4-1.</p> <p>b. If the addressee is in a country that does not have an APO/FPO, a U.S. service attache, or a U.S. military mission or group, send to the nearest American Consulate.</p>
Unless prohibited by a status of forces or other agreement, unclassified Army extension course material of Reserve Component personnel in a foreign country	<p>Through international mail when—</p> <p>a. An APO/FPO is unavailable.</p> <p>b. Postal service cannot be provided through Department of State postal facilities (that is, the defense attache or American consulate in the country).</p>
When international mail is desired, request in writing, stating that—	Send with the application DA Form 145 (Army Correspondence Course Enrollment Application).
<p>a. APO/FPO facilities are not available or accessible.</p> <p>b. Exchange mail via Department of State channels cannot be arranged.</p> <p>c. Recipient will pay return postage for course material mailed at a foreign post office.</p>	
Military supplies and material exceeding weight and size limits:	
Prohibited in mail.	<p>Through Army transportation facilities to Army attaches, military groups, and military missions. Examples are as follows:</p> <p>a. U.S. visitor clearances.</p> <p>b. Transmission of communications between U.S. and foreign officials.</p> <p>c. The arrangements for—</p> <p>(1) Foreign officials to visit U.S. activities.</p> <p>(2) Foreign nationals to take part in U.S. Army training programs and U.S. Army personnel to participate in foreign training programs.</p> <p>(3) Specialized maintenance of equipment.</p> <p>(4) Other Army programs or activities supported by the Defense Attache System.</p>

Appendix A References

Section I Required Publications

AR 11-2

Internal Management Control. (Cited in para 1-7.)

AR 25-50

Preparing and Managing Correspondence. (Cited in paras 2-11, 2-12, 2-28, and 3-3.)

AR 25-55

The Department of the Army Freedom of Information Act Program. (Cited in para 2-11.)

AR 380-5

Department of the Army Information Security Program. (Cited in paras 2-11, 2-12, 2-14, 2-31, 2-41, 2-42, and 4-5.)

AR 380-10

Department of the Army Policy for Disclosure of Information and Visits and Accreditation of Foreign Nationals. (Cited in para 4-7.)

AR 380-40

Policy for Safeguarding and Controlling COMSEC Information. (Cited in para 4-5.)

DA Pamphlet 25-50

Compilation of Army Addresses. (Cited in para 4-3.)
Note: United States Postal Service (USPS) manuals are available on subscription basis from SUPT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON DC 20302-0001. USPS poster are available from local USPS offices.

USPS Domestic Mail Manual (DMM).

(Cited in paras 1-6, 1-8, 2-4, 2-10, 2-12, 2-14, 2-16, 2-17, 2-21, 2-22, 2-25, 2-26, 2-27, 2-28, 2-29, 2-30, 2-34, 2-35, 2-36, and 2-38.)

USPS Postal Bulletin.

(Cited in para 2-25.)

USPS Poster 103

Postage Rates, Fees, and Information. (Cited in para 2-25.)

USPS Postal Zone Chart.

(Cited in para 2-25.)

USPS Publication 25

A Guide to Business Mail Preparation. (Cited in para 2-10.)

Section II Related Publications

AR 5-3

Installation Management and Organization.

AR 5-16

Army Supplement to Defense Regional Interservice Support (DRIS) Regulation (DOD 4000.19-R).

AR 10-5

Department of the Army Organizations and Functions.

AR 25-1

The Army Information Resources Management Program.

AR 25-11

Record Communications and the Privacy Communications System.

AR 25-30

The Army Integrated Publishing and Printing Program.

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 37-1

Army Accounting and Fund Control.

AR 37-49

Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.

AR 66-5

Armed Forces Courier Service.

AR 71-13

Department of the Army Equipment Authorization and Usage Program.

AR 310-49-1

The Army Authorized Documents System (TAADS) Documentation Procedures and Processing.

AR 360-81

Command Information Program.

CTA 50-909

Field and Garrison Furnishings and Equipment

DAIR 12-32

Directory of Addresses for Defense Attache Offices. (This publication is available from ATTN DAT, DEFENSE INTELLIGENCE AGCY, 3100 CLARENDON BLVD, ARLINGTON VA 22201-5305.)

DA Pamphlet 5-4-2

Work Simplification Handbook for Analysts.

DA Pamphlet 25-2

Information Mission Area Planning Process.

DA Pamphlet 600-8

Management and Administrative Procedures.

DOD 4525.6-M

DOD Postal Manual, volume I and II.

DOD 4525.8-M

DOD Official Mail Manual.

DOD 5200.1-R

Information Security Program Regulation.

DODD 4525.6

Single Manager for Military Postal Services

RCS: ISC-76

Quarterly Positive Accountability Postage Administrative System

USPS International Mail Manual (IMM).

(USPS manuals are available on subscription basis from SUPERINTENDENT OF DOCUMENTS, GOVERNMENT PRINTING OFFICE, WASHINGTON DC 20402-0001.)

Section III Prescribed Forms

DA Form 7224-R

Quarterly Positive Accountability Postage Administration System. (Prescribed by para 2-9 c.)

DA Form 7224-1-R

Advanced Deposit Trust Account (ADTA) Worksheet. (Prescribed by para 2–9 *d* .)

DA Form 7224–2–R

Private Carrier Service Worksheet. (Prescribed by para 2–9 *e* .)

DA Label 18

Mailing Label. (Prescribed by para 2–10.)

DA Label 18–1

Mailing Label without Indicia (PINFEED). (Prescribed by para 2–10.)

DD Form 2388

DOD Mail Bag Label. (Prescribed by para 2–16 *c* .)

PS Form 3203

Personalized Stamped Envelopes Order. (Prescribed by para 2–27.)

PS Form 3533

Application and Voucher for Refund for Postage and Fees. (Prescribed by paras 2–28 *g* and 2–29 *f* (3).)

PS Form 3544

Post Office Receipt for Money. (Prescribed by para 2–26 *a* .)

PS Form 3601–A

License to Use Postage Meter. (Prescribed by para 2–28 *c* .)

PS Form 3602

Statement of Mailing with Permit Imprints. (Prescribed by para 2–29 *g* .)

PS Form 3602–A

Record of Meter Register Reading. (Prescribed by para 2–29 *d* (3).)

PS Form 3602–N

Third-Class Regular Rate—Permit Imprint. (Prescribed by para 2–29 *g* .)

PS Form 3602–PC

Third-Class Regular or Nonprofit Rates—Postage Affixed. (Prescribed by para 2–29 *g* .)

PS Form 3602–R

Third-Class Regular Rate—Permit Imprint. (Prescribed by para 2–29 *g* .)

PS Form 3603

Receipt for Postage Meter Settings. (Prescribed by para 2–29 *d* (3).)

PS Form 3883

Firm Delivery Book — Registered, Certified, and Numbered Insured Mail. (Prescribed by para 2–42 *b* .)
(Note: USPS forms are available at local USPS offices.)

**Section IV
Referenced Forms**

DA Form 145

Army Correspondence Course Enrollment Applications.

DA Form 2028

Recommended Changes to Publications and Blank Forms.

DA Form 2445

Correspondence Control Record.

DA Form 3955

Change of Address and Directory Card.

DA Form 3964

Classified Document Accountability Record.

PS Form 3575

USPS Change of Address Order.

Standard Form 65A, 65B, and 65C

U.S. Government Messenger Envelope.

**Section V
Recordkeeping Requirements**

This regulation requires the creation, maintenance, and use of the following specific records (see AR 25–400–2, appendix B for file numbers (FNs), descriptions, and dispositions).

FN 1j

Office classified document register of controls.

FN 1n

Office mail controls.

FN 11–2a

Internal control systems.

FN 25–1c

MACOM MODPLAN; Installation requirements/initiatives.

FN 25–1g

Information management surveys.

FN 65a

Postal personnel designations.

FN 65b

Postal losses and shortages.

FN 65e

Postal directories.

FN 65bb

USPS accountable mail files.

**Appendix B
Guide to Cost Effective Mailing**

B–1. Addressing mail

Make sure mailing address and address format is correct. Return address is a must. Use your office symbol as the ATTN line and ZIP+4 after the State abbreviation.

B–2. Rules for employees

Have personal mail sent to your home, not the office. Use personal postage to mail job applications, retirement announcements, greeting cards, personal items, and so on.

B–3. Tips for cost savings

a. Mailing 6 sheets or less of bond paper—use letter size envelope.

b. Manuals, pamphlets, and so on, weighing over 4 ounces—mail Third-Class, Special Fourth-Class rate, bulk rate, or bound printed matter rate.

c. Mailing several items to one address—cheaper to mail everything in one envelope. Check with your OMDC for activities serviced by consolidated mailings.

- d.* Check with your OMDC for activities/agencies within the local area that are serviced by couriers—no postage required. If you need evidence that something was mailed—use Certificate of Mailing. When possible, use special handling instead of Priority Mail.
- e.* For additional information and guidance contact your OMM.

Glossary

Section I Abbreviations

ADTA

Advance Deposit Trust Account

AFCENT

Allied Forces Central Europe

AOMM

Army Official Mail Manager

APO

Army Post Office

ARNG

Army National Guard

ASA(FM)

Assistant Secretary of the Army (Financial Management)

ASA(RDA)

Assistant Secretary of the Army (Research, Development, and Acquisition)

ASD(P&L)

Assistant Secretary of Defense (Production and Logistics)

BRM

business reply mail

CENTAG

Central Army Group

CFR

code of Federal regulations

CG

commanding general

CINC

Commander in Chief

CM

consolidated mail

COD

cash on delivery

CONUS

continental United States

CONUSA

the numbered Armies in the Continental United States

CTA

common table of allowances

DA

Department of the Army

DCSIM

Deputy Chief of Staff for Information Management

DCSPER

Deputy Chief of Staff for Personnel

DISC4

Director of Information Systems for Command, Control, Communications, and Computers

DMM

Domestic Mail Manual

DOD

Department of Defense

DOS

Department of State

DOIM

Director of Information Management

DPO

Defense Post Office

DRM

Director of Resource Management

FIRMR

Federal Information Resources Management Regulation

FOIA

Freedom of Information Act

FORSCOM

Forces Command

FPO

Fleet Post Office

HQDA

Headquarters, Department of the Army

IMA

Information Mission Area

IMM

International Mail Manual

JUMPS

Joint Military Pay System

MILSTRIP

Military Standard Requisitioning and Issue Procedures

MOM

military ordinary mail

MPO

military post office

MPS

Military Postal Service

MPSA

Military Postal Service Agency

MRS

Merchandise return service

MSC

major subordinate command

MUSARC

Major U.S. Army Reserve Command

MWR

morale, welfare, and recreation

NAFI

nonappropriated fund instrumentalities

NATO

North Atlantic Treaty Organization

NGB

National Guard Bureau

OCONUS

outside the continental United States

OER

official evaluation report

OMAS

Official Mail Accounting System

OMCCP

Official Mail Cost Control Program

OMDC

Official Mail and Distribution Center

OMDMP

Official Mail and Distribution Management Program

OMM

official mail manager

PERSCOM

U.S. Total Army Personnel Command

RCS

requirements control symbol

RDD

required delivery date

ROTC

Reserve Officers' Training Corps

RS

Requirements Statement

SACLANT

Supreme Allied Command Atlantic

SF

Standard Form

SHAPE

Supreme Headquarters Allied Powers Europe

STC

SHAPE Technical Center

STRIKEFORSOUTH

Naval Striking and Support Forces, Southern Europe

TRADOC

U.S. Army Training and Doctrine Command

USAISC

U.S. Army Information Systems Command

USAR

U.S. Army Reserve

USC

United States Code

USPS

United States Postal Service

ZIP

Zone Improvement Plan

**Section II
Terms****Accumulator**

A machine that provides a record of postage usage by agency, staff office, or tenant activity (sometimes called a printer).

Action office

The Army element that takes action on a communication.

Activity

Any DOD organization such as headquarters, agency, depot, or unit.

Appropriated fund postage

Postage paid for with funds appropriated by the United States Congress. The postage must be prepaid.

Business reply mail

A method whereby a business reply permit holder may authorize individuals and organizations outside the Army to send First-Class matter back to the permit holder and have the postage and fees paid by the permit holder.

CAPSTONE

Term denoting attachment of a National Guard or Reserve unit to an active duty unit for training purposes.

Certificate of mailing

A postal service that may be used on any class of mail when proof of mailing is required but proof of delivery is not necessary.

Certified mail

Postal service available on any mailable matter sent as First-Class or Priority mail. It provides a receipt to the sender and a record of delivery at the post office of address. A record is not kept at the post office where it is mailed. It is dispatched, handled, and treated in transit as ordinary mail.

Classes of mail

a. Express mail. The class of mail afforded the highest Priority in handling. This is the most costly method of mailing. Use

only to prevent mission failure or financial loss.

b. First-Class. Any mailable item weighing less than 11 ounces. First-Class is sealed against inspection and is covered by the private express statutes. Its use is mandatory for correspondence of a personal nature, completed forms, test results and grades, completed certificates, bills or statements of account, and handwritten or typed letters or post/postal cards.

c. Priority. Any mailable items meeting the requirements for First-Class matter but weighing over 11 ounces, but less than 70 pounds. It must be marked Priority.

d. Second-Class. For magazines and other periodicals issued at regular, stated frequency of no less than four times per year.

e. Third-Class. For printed matter and parcels under 1 pound. Four ounces or less—same rate as First-Class. Special bulk rates for larger mailings (at least 200 pieces or 50 pounds).

f. Fourth-Class. “Parcel Post.” For packages 1 to 70 pounds.

g. Military Ordinary Mail. Official mail sent by the DOD, posted at Second-Class requester publication rates, or Third- or Fourth-Class postage rates, which must have faster than sealift transportation service to, from, and between overseas points, but does not require premium Priority service. It goes by surface transportation within CONUS and by air transportation overseas. It provides cheaper postage than Priority mail. Delivery time to any MPO may be almost as fast as Priority mail and rarely exceeds 21 days. Add MOM to the Second-, Third-, or Fourth-Class endorsement on matter having a RDD not allowing sufficient time for surface transportation.

Consolidated mail

Two or more piece or mail placed in one container for direct mailing to a single installation/military community. The OMDC should utilize this method when there is a large volume from one installation/military community to another on a routine basis. This is the most cost-effective method of moving high volume mail.

Container

A DOD-owned bag, envelope, box, or pouch that will hold two or more pieces or mail.

Correspondence

Typed, handwritten, printed, or copied material prior to being postmarked or delivered to the USPS or an APO. Correspondence once postmarked by the OMDC is considered official mail. If postage metering equipment is not available, correspondence becomes official mail when transferred to the USPS or an MPO. Correspondence distribution operations Receiving, opening, sorting, distributing, delivering, and picking up of correspondence by messengers.

Correspondence routing guide

Alphabetical listing of subject matter and the action office to which it is to be sent.

Direct accountability

A system for paying actual postage costs through the use of prepaid commercial postage stamps, meters, permits, and other methods that require a statement of mailing. Includes the OMCCP and the OMDMP.

Distribution formula

A simplified way to distribute material to levels of command by assigning a letter to signify several elements. Normally this is used for internal distribution.

Flat

A piece of First- or Third-Class mail more than 6 1/8 inches high, 11 1/2 inches wide, or 0.25 inches thick.

Indicia

Imprint used on mail to denote payment of postage.

Insured mail

A postal service available only on Third- or Fourth-Class mail, or mail containing Third- or Fourth-Class matter sent at the First-Class or Priority mail rate. Numbered insured mail service provides a receipt to the sender and a record of delivery at the post office of delivery. A record is not kept at the post office where mailed.

International mail

Mail addressed to an address in another country (non-MPO/APO addresses).

Letter-size mail

Mail which is at least 3 1/2 inches by 5 inches by 0.0007 inches and not larger than 6 1/8 inches by 11 1/2 inches by 0.25 inches.

Mail control operations

The receipt, control, and preparation of items for distribution with special handling required.

Mail control section

That portion of an official mail and distribution center responsible for mail control operations.

Markings

Inscriptions placed on pieces of mail to denote a mail class or special postal service.

Merchandise return service

A permit for authorizing individuals and organizations to return parcels at the appropriate Priority, Third-, or Fourth-Class rate to the permit holder and have the postage and fees paid by the permit holder.

Metered mail

A piece of mail on which the amount of

postage has been either imprinted with postage by a postage meter or to which a postage meter tape has been fastened.

Military post office

United States post office operated by the DOD.

Mixed classes of mail

Two or more classes of mail combined in one package. Postage is charged at the higher class rate.

Nonstandard mail

First-Class mail weighing 1 ounce or less and Third-Class mail weighing 2 ounces or less that—

- a.* Exceeds any of the following:
 - (1) Height—6 1/8 inches.
 - (2) Length—11 3/4 inches.
 - (3) Thickness—1/4 inches.
- b.* Does not have a standard aspect ratio of between 1:3 and 2:5 as determined by dividing the length by the height.
- c.* Requires payment of a surcharge.

Official business reply mail

Business reply mail pertaining exclusively to the business of the U.S. Government that is mailed using USPS-issued commercial permits.

Official mail

Pertains solely to the business of the U.S. Government. Postage and fees are paid with appropriated funds. Official mail is addressed material in the custody of the USPS or MPO before delivery to, or after receipt from, or having been postmarked by an OMDC.

Official mail policies

The USPS shall be used only when it is the least costly transportation method which will meet the RDD, security, accountability, and Private Express Statute requirements. When mailed, official matter shall move at the lowest postage rate that meets the RDD, security, and accountability requirements. Official matter becomes official mail when it is postmarked by a distribution center or is placed under USPS control, whichever occurs first. Official matter ceases to be official mail when control passes from USPS or its representatives to the OMDC of the addressee.

Official matter

Official matter is any item belonging to or exclusively pertaining to the business of the U.S. Government.

Registered

Provides added protection. Use this only if required by law or a directive. It is slow and expensive. It is for use only with First-Class and Priority mail.

Special handling

Provides preferential handling to the extent practical in dispatch and transportation. But it

does not provide special delivery. It is applicable to Third- and Fourth-Class mail.

Section III**Special Abbreviations and Terms**

There are no special terms.

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RESERVED

REQUIREMENTS CONTROL
SYMBOL: ISC-76

- When reporting as a MACOM, the customer named is the hosted installation.
- When reporting as Army, the customer named is each MACOM / separate reporting activity
- If your organization has more customers than columns provided, use additional sheets.

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For use of this form, see AR 25-51; the proponent agency is OD/SC4

For use of this form, see AR 25-51; the proponent agency is ODISC4

2. FISCAL QUARTER REPORTING

[illegible]

Unclassified

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DATE: 04-21-99
TIME: 10:32:40
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DATA FILE: a24.fil
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DOC STATUS: REVISION

Military Publications

Authorized Abbreviations, Brevity Codes, and Acronyms

**Headquarters
Department of the Army
Washington, DC
15 November 1985**

Unclassified

SUMMARY of CHANGE

AR 310-50

Authorized Abbreviations, Brevity Codes, and Acronyms

This revision--

- o Contains new and revised abbreviations, brevity codes , and acronyms.
- o Incorporates chapter 4, sections I and II of the previous regulation into chapters 2 and 3.
- o Redesignates chapter 5 of the previous regulation as chapter 4.

Military Publications

Authorized Abbreviations, Brevity Codes, and Acronyms

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR
General, United States Army
Chief of Staff

Official:

MILDRED E. HEDBERG
Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a revision which is effective 15 November 1985. Because the structure of the entire revised text has been reorganized, no attempt

has been made to highlight changes from the earlier regulation dated 15 February 1984.

Summary. This regulation governs Department of the Army abbreviations, brevity codes, and acronyms.

Applicability. This regulation applies to elements of the Active Army, Army National Guard, and U.S. Army Reserve who manage, prepare, and distribute Army correspondence.

Proponent and exception authority. Not applicable.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this regulation and establishment of forms other than DA forms are prohibited without prior

approval from HQDA (DAAG-AMS-P), ALEX, VA 22331-0301.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is The Adjutant General's Office. Abbreviations, brevity codes, and acronyms which are considered to have an Army-wide impact will be submitted on DA Form 2028 (Recommended Changes to Publications and Blank Forms), with justification, to HQDA (DAAG-AMS-P), ALEX VA 22331-0301.

Distribution. Active Army, B, C, D; ARNG, B; USAR, B.

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Chapter 1 General

1-1. Purpose

This regulation—

- a. Authorizes standardized abbreviations, brevity codes, and acronyms to be used throughout the Department of the Army.
- b. Prescribes procedures for the use of abbreviations, brevity codes, and acronyms within the Department of the Army.
- c. Governs the use of abbreviations, brevity codes, and acronyms in correspondence with other Department of Defense (DOD) Services, Armies of the United States, United Kingdom, Canada, and Australia.
- d. Lists national distinguishing letters reserved for identifying NATO Armed Forces.

1-2. References

- a. Related publications are listed in appendix A.
- b. In addition to those listed in chapters 2 and 3, abbreviations in the following publications are authorized for Army use:
 - (1) FM 21-30. This FM authorizes abbreviations used in operational plans and orders to form military symbols. This includes reports, records, overlays, and charts.
 - (2) FM 21-31. This FM authorizes abbreviations used in maps, overlays, and related activities to form topographic symbols.
 - (3) DOD-STD-12D. This publication supersedes MIL-STD-12C.
 - (4) MIL-STD-129F. This publication contains markings for shipment and storage.
 - (5) SB 708-6C. This supply bulletin lists abbreviations and symbols approved for—
 - (a) Preparing some Federal Catalog System item identifications.
 - (b) Listing Federal Catalog data in supply manuals and the parts lists appendixes of technical manuals.
 - (6) AR 105-32. This regulation lists authorized addresses for electrically transmitted messages.
 - (7) AR 680-29. This regulation contains the two-letter abbreviation for Army branch designations.

1-3. Explanation of terms

- a. *Abbreviation*. An abbreviation is a shortened form of a word. For example, appt—appoint, asgd—assigned, or PA—Pennsylvania.
- b. *Brevity Code*. A brevity code is the shortened form of a frequently used unclassified phrase, sentence, or group of sentences. For example, COMSEC means communications security, SQT means skill qualification test, and MOS means military occupational specialty. When originating brevity codes—
 - (1) Use letters that convey the meaning of the language they represent.
 - (2) Do not represent the same word with more than one brevity code.
 - (3) The first letter of the brevity code and the first letter of the phrase should be the same.
- c. *Acronyms*. An acronym is a word formed from the initial letters of a name or parts of a series of words. For example, TAFSS means The Army Functional File System, MARKS means Modern Army Record-Keeping System, and ASAP means as soon as possible.

1-4. Responsibilities.

- Heads of HQDA agencies and major Army commands will submit to HQDA(DAAG-AMS-P), ALEX VA 22331-0301, recommended changes, corrections, additions, and deletions to AR 310-50 on DA Form 2028 (Recommended Changes To Publications and Blank Forms). Required documentation will include—
- a. A reference as to where and how the term is used.
 - b. An explanation of the term if it is not defined in AR 310-25.
 - c. The extent of usage within DA.
 - d. Justification.

1-5. Policy

- a. Abbreviations, brevity codes, and acronyms in this regulation may be used when preparing military records, publications, correspondence, messages, operation plans, orders, and reports within DA, except as qualified in *h* below.
- b. Abbreviations, brevity codes, and acronyms that conflict with this regulation will not be used in official correspondence or Army publications.
- c. Do not use an abbreviation, brevity code, or acronym unless—
 - (1) Usage saves time.
 - (2) The lack of space in a table or form makes it necessary.
 - (3) It is readily understood and can be identified by the recipient.
- d. Except as indicated below, abbreviations, brevity codes, and acronyms used in correspondence with the other DOD Services, Armies of the United States, United Kingdom, Canada, and Australia—will be spelled out the first time used, followed by the abbreviation, brevity code, or acronym in parentheses.
 - (1) Customary or assigned short titles of official publications.
 - (2) Abbreviations for points of the compass.
 - (3) Model designations and symbols assigned to aircraft, missiles, vessels, and vehicles.
 - (4) Abbreviations for titles, ranks, and grades.
 - (5) Standard abbreviations for geographical locations.
 - (6) Standard dictionary abbreviations.
 - (7) Abbreviations for types of weather phenomena used by aerologists and meteorologists.
 - (8) Flight plan abbreviations set by the Federal Aviation Administration or the International Civil Aviation Organization.
 - (9) Abbreviations used by specialists and technicians when communicating with colleagues only.
- e. Under the terms of Standardization Agreement (STANAG) 2066 (AR 340-10), abbreviations, brevity codes, and acronyms normally are not used in military correspondence between Allied Forces. When used, they will be spelled out and followed by the authorized abbreviation, brevity code, or acronym in parentheses. Commonly used international metric terms are authorized.
- f. As governed by Quadripartite Standardization Agreement (QSTAG) 163, the following abbreviations may be used in military communications among United States, United Kingdom, Canadian, and Australia Armies:
 - (1) Those printed in italics in chapters 2 and 3, and those listed in chapter 4.
 - (2) Those common to technical areas are used among similar offices.
- g. The short form for abbreviating the grade of rank titles of colonel and below may be used when abbreviation is desired for official correspondence, literature, personal correspondence, automatic data processing (ADP) applications, and the areas where space is limited. The full grade of rank title will be used when corresponding with the general public and non-DOD agencies. The full general officer title will be used on official correspondence. The short form of abbreviating general officer grade of rank (LTG, MG, BG), may be used on informal correspondence and personal correspondence as desired. Short form abbreviations for military grade of rank are shown in chapters 2 and 3.
- h. Abbreviations, brevity codes, and acronyms not contained in this regulation may be used within DA under the following conditions:
 - (1) When needed to meet electric accounting machine requirements.
 - (2) When published as part of a DOD or DA standard data element. Questions on the suitability of abbreviations in the standard data elements are resolved by the Commander, U.S. Army Information Systems Software Support Command, ATTN ASB-TE, Fort Belvoir, VA 22060-5456.
 - (3) In correspondence between office and activities in the same scientific or technical field where specialized abbreviations have been developed.
 - (4) To process supply requisitions as prescribed in DA directives.

(5) When commonly used and listed in standard dictionaries and are not in conflict with this regulation.

1–6. General instructions when originating and using abbreviations, brevity codes, and acronyms

To ensure uniform treatment in forming and using abbreviations, brevity codes, and acronyms, follow the guidance below.

a. Length.

(1) Words or phrases that contain seven letters or less should be avoided.

(2) Limit the length of an abbreviation, brevity code, or acronym to avoid clumsiness and confusion.

b. Existing words, abbreviations, and brevity codes.

(1) Avoid abbreviations or brevity codes that form existing words.

(2) Avoid abbreviations and brevity codes identical with those authorized for other terms and phrases. They will not be authorized unless the meanings are so different that there is no possibility of confusion.

c. Derivation. Nouns are listed in the singular form and verbs in the present tense. Form plurals of abbreviations and brevity codes by adding a lower case “s” (for example, MACOMs).

d. Combinations. Authorized abbreviations may be combined if—

(1) The resulting abbreviation or brevity code has not already been assigned a different meaning.

(2) The entire phrase or sentence has not been assigned a different abbreviation or brevity code; for example, AG is the authorized brevity code for Adjutant General’s Corps. Abbreviations and brevity codes designated for groups of words must not be separated and used singularly. For example, the “A” in “AG” stands for “adjutant” in “Adjutant General’s Corps,” but if the word “adjutant” is abbreviated, “adj” must be used.

e. Periods. Do not use a period after an abbreviation or a brevity code unless it ends a sentence, the absence of a period would cause confusion, or it is listed in the U.S. Government Printing Office (GPO) Style Manual with periods (for example, U.S.).

f. Capitalization. List abbreviated words in lower case letters; acronyms and brevity codes in capital letters.

g. Scope. Abbreviations and brevity codes recommended for inclusion in this regulation will—

(1) Have Army-wide application.

(2) Not be unique to a single branch, department, or technical activity.

Chapter 2 Alphabetical Listing of Authorized Abbreviations, Brevity Codes, and Acronyms

2–1. “A” Listings

A

Army (in combinations only)

AA

arrival angle; avenue of approach; assembly area; antiaircraft; Active Army

AAA

antiaircraft artillery

AAC

aerial ambulance company, Alaskan Air AAO Command; acquisition advice code

AACFT

Army aircraft

AACG

arrival airfield control group

AACOMS

Army Area Communications System

AACS

Airways and Air Communications Service

AAD

admission and disposition; Army air defense

AADCCS

Army Air Defense Control and Coordination System

AADCOM

Army Air Defense Command(er)

AADCP

Army Air Defense Command Post

AADS

antiaircraft defense system

AADV

acquisition aid vehicle

AAE

Army Aviation Element

AAF

Army airfield

AAFES

Army and Air Force Exchange Service

AAFU

augmented assault fire units

AAH

advanced attack helicopter

AAG

army artillery group (opposing forces)

AAGE

Army Advisory Group on Energy

AAGR

air-to-air gunnery range

AAHA

awaiting action higher authority

AAL

additional authorizations list

AALS

Active Army Locator System

AAM

Army aircraft maintenance: Army Achievement Medal

AAM

air-to-air missile

AAMG

antiaircraft machine gun

AAMS

Army aircraft maintenance shop

A&E
architect and engineer

AAO
authorized acquisition objective

AAOD
Army Aviation Operating Detachment

AAP
Affirmative Action Plan; Allied Administrative Publication; Army
ammunition plant

AAPM
Army Aviation Planning Manual

AAR
Army Area Representative

AARA
Access and Amendment Refusal Authority

AARDAC
Army air reconnaissance for damage assessment in the continental
United States

AASA
Administrative Assistant to the Secretary of the Army

AASC
Army Area Signal Center

AASE
Army Aviation Support Element

AASHTO
American Association of State Highway and Transportation
Officials

AASLT
air assault

AASP
Army Automation Security Program

AASTA
United States Army Aviation Systems Test Activity

AATCO
Army Air Traffic Coordinating Office

AATRI
Army Air Traffic Regulation and Identification System

AAVN
Army aviation

AAWSSC
Army Atomic Weapons Systems Safety Committee

AB
air base

ABA
American, British, Australian; appropriation and budget activity

ABAR
alternate battery acquisition radar

abbr
abbreviation

ABCA
American, British, Canadian, and Australian

ABCMR
Army Board for Correction of Military Records

ABDR
Army battle damage repair

ABF
availability balance file

ABL
Allegheny Ballistics Laboratory

ABM
antiballistic missile

ABMC
American Battle Monuments Commission

abn
airborne

ABRES
advanced ballistic reentry systems

ABS
Army broadcasting service

AC
Active Component; actual cost

ACA
airlift clearance authority

ACC
air control center; area control center

ACCB
air cavalry combat brigade

ACCESS
Army Commissary Computer Entry Store System

ACCHAN
Allied Command Channel

ACCLAIMS
Army COMSEC Commodity, Logistical and Accounting Informa-
tion Management System

ACCMB
Aircraft Crewman Badge

ACCNET
Army Command and Control Network

ACCOR
Army COMSEC Central Office of Record

acct
account

ACCTSTR
accountable strength

ACDA
Arms Control and Disarmament Agency

ACE airspace control element; Allied Command Europe; assessment of combat effectiveness; Assistant Chief of Engineers	ACOP Airborne Corps Operation Plan
ACEMIS Automated Communications–Electronics Management Information System	ACOUSTINT acoustical intelligence
ACET automatic cancellation of extended targets	ACP Air control point; airlift command post
ACF area confinement facility; Army Club Fund	ACP Allied Communication Publication
acft aircraft	ACPD Army Control Program Directive
ACG area coordination group	ACPM Activity Career Program Manager
ACGP Army Career Group	acq acquisition; acquittal
ACIA Aviation Career Incentive Act of 1974	ACR Ammunition Condition Report; armored cavalry regiment
ACIIB American Civilian Internee Information Bureau	acred accreditation
ACIIB(Br) Branch American Civilian Internee Information Bureau	ACRB Army Council of Review Boards
ACIMS Aircraft Component Intensive Management System	ACRP Army Cost Reduction Program
ACIP Aviation Career Incentive Pay	ACRV armored command and reconnaissance vehicle
ack acknowledge; acknowledged; acknowledgment	ACS Army Community Service; asset control subsystem
ACL allowable cargo load; authorized consumption list	ACSA Allied Communications Security Agency
ACLANT Allied Command Atlantic	ACSI Assistant Chief of Staff for Intelligence
ACLDB Army Central Logistics Data Bank	ACSIM–C4 Assistant Chief of Staff for Information Management–Command, Control, Communications, and Computers
ACLS automatic carrier landing system	ACSIM Assistant Chief of Staff for Information Management
ACLV accrued leave	ACT air control team; armored cavalry trainer; American College Test
ACM area club management; American Campaign Medal	ACTA Advanced Combat Training Academy
ACMS Army Command Management System; Automated Career Management System	ACTPO accountable property officer
ACO administrative contracting officer	ACV air cushion vehicle
ACOA(F&A) Assistant Comptroller of the Army for Finance and Accounting	ACVC Army commercial vehicle code
ACofS Assistant Chief of Staff	ACW aircraft control and warning
	AD active duty; air defense; Army depot

ADA advisory area; air defense artillery	ADDIC Alcohol and Dependency Intervention Council
ADAD air defense artillery director	ADDS Automatic Data Distribution System
ADAM area denial artillery munition	ADE air defense emergency; Assistant Division Engineer
ADAOD air defense artillery operations detachment	ADEPREP Army Deployment Report-System
ADAOO air defense artillery operations office	ADF automatic direction finder
ADAPCP alcohol and drug abuse prevention and control program	ADFSC Automatic Data Field Systems Command
ADAR air defense area	ADG advance development group
ADARS Army Defense Acquisition Regulation Supplement	ADIE acquisition data input equipment
ADASP air defense annual service practice	ADIZ Air Defense Identification Zone
ADatP Allied Data Processing Publication	adj adjutant
ADC active duty commitment; Aerospace Defense Command	ADL Area Dental Laboratory; authorized data list; automatic data link
ADC aide-de-camp	ADM admiral: atomic demolition munition
ADCC Air Defense Control Center	ADMC Air Defense Missile Command
ADCCCS Air Defense Command, Control, and Coordination System	ADMCEN administration center
ADCEO assistant division communications-electronics officer	admin administrate; administrative; administration; administrating; administrated
ADCO Air Defense Communications Office; alcohol and drug control office	ADMINI ADMINIO administrative orders
ADCO Air Defense Communications Office; alcohol and drug control office	ADMS automatic digital message switches
ADCOC area damage control center	ADMSC Automatic Digital Message Switching Center
ADCOP area damage control party	ADMSG advise by message
ADCOP Air Defense Command Post	ADMSLBN air defense missile battalion
ADCSP Advanced Defense Communication Satellite Program	ADNAC Air Defense of North American Continent
add addendum; additional	ADO advanced development objective
ADDC Air Defense Direction Center	ADOT automatic digital optical tracker

ADP
advance development plan; automatic data processing

ADPC
Automatic Data Processing Center

ADPE
automatic data processing equipment

ADPMIS
Automatic Data Processing Management Information System

ADPS
automatic data processing system

ADPSC
Automatic Data Processing Service Center

ADRB
Army Disability Review Board

ADPSSEP
Automated Data Processing System Security Enhancement Program

ADPSSO
Automated Data Processing Systems Security Officer

ADRB
Army Disability Review Board

adrp
airdrop

ADRRB
Army Disability Rating Review Board

adrs
address; addressee

ADS
air defense sector; automated data system

ADSAF
Automatic Data Systems Within the Army in the Field

ADSEC
advance section

ADSSHPDA
advise shipping data

ADSID
Air Defense Systems, Integration Division

ADSL
authorized depot stockage list

ADSM
Air Defense Suppression Missile; Air Defense Service Medal; Automated Data Systems Manual

ADSS
automated data subsystem

ADSTADIS

ADT
active duty for training; atomic damage template

ADTF
artillery direct fire trainer

ADUM
automated data unit movement

adv
advance; advanced

ADVDISC
advance discontinuance of allotment

ADVMOS
advanced military occupational specialty

ADVPMT
advance payment

ADWEPS
Air Defense Weapons Cost Effectiveness Study

ADX
advanced development experimental; air defense exercise

AE
architectural engineering

AEA
assignment eligibility and availability

AE&S
air equipment and support

AEC
area equipment compounds; Army Education Center; Atomic Energy Commission

AECC
Aeromedical Evacuation Control Center

AECO
Aeromedical Evacuation Control Officer

AECP
Army Extension Course Program

AEDS
Atomic Energy Detection System

AEF
American Expeditionary Force

AEL
authorized equipment listing

AELP
Allied Electrical Publication

AEOO
aeromedical evacuation operations officer

AEP
Allied Engineering Publication

AER
Army Emergency Relief

AERB
Army Educational Requirements Board

AERDL
Army Electronics Research and Development Laboratory

aero
aeronautics

AESAP
Army Entertainment Scholarships and Awards Program

AESC
automatic electronic switching center

AESRS
Army Equipment Status Reporting System

AET
Army extension training

AETIS
Army Extension Training Information System

AETP
Allied Electronics Publication

AEW
airborne early warning

AEWC
airborne early warning and control

AF
Air Force (USAF); audio frequency

AFAC
airborne forward air controller

AFA
Army Flight Activity

AFAK
Armed Forces Assistance to Korea

AFAO
approved force acquisition objective

AFB
Air Force Base

AFC
automatic frequency control

AFCC
assault fire command console

AFCEA
Armed Forces Communication and Electronics Association

AFCENT
Allied Forces, Central Europe

AFCS
active federal commissioned service; Air Force Communications Service; Army facilities components system

AFDCB
Armed Forces Disciplinary Control Board

AFDP
Army Force Development Plan

AFEB
Armed Forces Epidemiological Board

AFEM
Armed Forces Expeditionary Medal

AFGR
approved force gross requirement

AFIC
approved force inventory objective

AFIP
Armed Forces Institute of Pathology

AFKN
American Forces Korea Network

AFLC
Air Force Logistics Command

afld
airfield

AFM
Armed Forces Management

AFMSC
Armed Forces Menu Service Committee

AFN
American Forces Network

AFNE
American Forces Network, Europe

AFNORTH
Allied Forces, Northern Europe

AFP
annual funding program

AFPC
Armed Forces Policy Committee

AFPCB
Armed Forces Pest Control Board

AFPD
Armed Forces Police Detachment

AFPDA
Army force planning data and assumptions

AFPEC
Armed Forces Product Evaluation Committee

AFPS
Armed Forces Press Service

AFQT
Armed Forces Qualification Test

AFQTVA
Armed Forces Qualification Test, Verbal Arithmetic Subtest

AFR
artillery flash ranging

AFRA
Armed Forces Reserve Act of 1952, as amended

AFRC
Armed Forces Reserve Center

AFRM
air frame; Armed Forces Reserve Medal

AFRSC
Armed Forces Recipe Service Committee

AFRTS
American Forces Radio and Television Service

AFSC
Air Force Systems Command; Armed Forces Staff College

AFSCOORD
assistant fire support coordinator

AFSCS
Army Field Stock Control System

AFSOUTH
Allied Forces, Southern Europe

AFTP
aircrew flight training period

AFU
assault fire unit

AFWAB
Army Fixed Wing Aptitude Battery

AFWAR
Air Force personnel on duty with Army

AFWST
Armed Forces Women's Selection Test

AG
Adjutant General

AG
Adjutant General's Corps

ag
anti-gas

AGARD
Advisory Group for Aerospace Research and Development

AGC
automatic gain control

AGCA
automatic ground-controlled approach

AGCF
air-ground correlation factor

AGCM
Army Good Conduct Medal

AGCT
Army General Classification Test

AGE
aerospace ground equipment

AGL
above ground level

AGOS
air-ground operations system

AGR
Active Guard Reserve

AGRS
American Graves Registration Service

AGS
Army General Staff

AGZ
actual ground zero

AH
airfield heliport; attack helicopter

AHC
assault helicopter company

AHD
arrowhead

ahd
airhead

AHFRAC
Army Human Factors Research Advisory Committee

AHFRDC
Army Human Factors Research and Development Committee

AHN
Army health nurse

AHP
Allied Hydrographic Publication; Army heliport

AHS
Academy of Health Sciences, United States Army; Arlington Hall Station

AI
airborne intercept; Army intelligence; assignment instructions; artificial intelligence

AICBM
anti-intercontinental ballistic missile

AID
Agency for International Development

AIDECS
Automatic Inspection Device for Explosive Charge Shell

AIDRB
Army Investigational Drug Review Board

AIDS
Army Inventory of Data Systems

AIE
acceptance inspection equipment

AIF
Army Industrial Fund; automated intelligence file

AIG
address indicating group

AII
Army intelligence interpreter

AIM
armored-infantry-mechanized

AIMI
aviation intensive management items

AIMILO
Army/Industry Materiel Information Liaison Officer

AIMS
Army Integrated Meteorological System

AIMXS
Aircraft IFF Mark XII Section

AIP
aeronautical information publication, Allied Intelligence Publication

AIPC
Army Installations Planning Committee

AIRASLT
Air Assault Badge

AIRAD
air administrative net

AIRBM
anti-intermediate range ballistic missile

AIRCOMD
air command net

AIRS
Aircraft Inventory Reporting System

AIT
advanced identification techniques; advanced individual training;
Army intelligence translator; Automotive Information Test

aj
antijamming

AJAC
automatic jamming avoidance circuitry

AJAG/CIV
Assistant Judge Advocate General for Civil Law

AJAG/MIL
Assistant Judge Advocate General for Military Law

AJCC
Alternate Joint Communications Center

AJSS
Australian Joint Staff Service

ALA
Army launch area

ALAAP
Alabama Army ammunition plant

ALANF
Army Land Forces

ALARACT
all Army activities

ALAT
Army Language Aptitude Test

ALBM
air launched ballistic missile

ALCANUS
Alaska, Canada, United States

ALCO
airlift coordinating office(r)

ALCOM
Alaskan Command

ALCOR
ARPA/Lincoln C-band observable radar

ALD
at a later date; available-to-load date

ALF
auxiliary landing field

ALG
advanced landing ground

ALGOL
algebraic oriented language

ALLA
Allied Long Lines Agency

ALMC
United States Army Logistic Management Center

ALMSA
Automated Logistics Management Systems Agency

ALO
air liaison officer

ALO
authorized level of organization

ALOC
air lines of communication

aloc
allocate

ALOO
Albuquerque Operations Office

alot
allotment

ALP
Allied Logistic Publication; ambulance loading post

ALPC
Army Logistics Policy Council

ALPHA
AMC Logistics Program Hardcores; Automated

ALR
artillery locating radar

ALRTF
Army Long range technological forecast

ALS
air logistics service; azimuth laying set

ALSE
aviation life support equipment

ALSEAFRON
Alaskan Sea Frontier

ALSP
Army Logistic Study Program

ALT
administrative lead time

alt
altitude

ALTAIR
ARPA long range tracking and instrumentation radar

ALTHQ
alternate headquarters

altn
alternate; alternative

ALUSNA
United States Naval Attache

alw
allowance

AM
Air Medal

AMA
air materiel area

AMAA
Army Mutual Aid Association

AMARS
automatic message address routing system

AMB
Airways Modernization Board

amb
ambulance

AMBF
Asset Master Balance File

AMBLADS
advise method, bill of lading, and date shipped

AMC
United States Army Materiel Command

AMCCOM
United States Army Armament, Munitions, and Chemical Command

AMCEC
Allied Military Communications Electronics Committee

AMCROSS
American National Red Cross

AMCS
Army Mobilization Capabilities Study

AMD
Administrative Machine Division; air movement designator

AMDC
Army Missile Defense Command

AMDF
Army Master Data File

AME
aeromedical evacuation; airspace management elements

AMEDD
Army Medical Department

AMEDDPAS
Army Medical Department Property Accounting System

AMEMB
American Embassy

AMETA
United States Army Management Engineering Training Agency

AMF
airport mail facility; Army Management Fund

AMFINFOS
American Forces Information Service

AMHS
Automated Message Handling System

AMIADB
Inter-American Defense Board, Army Member

AMIP
Army Management Information Program

AMIS
air movements information section; Army management information system

AMKTU
Army Marksmanship Training Unit (FORSCOM)

AML
area medical laboratory

AMM
antimissile missile

AMMC
U.S. Army Aviation Materiel Management Center

AMME
automated multi-media exchange

AMMH
annual maintenance man-hours

AMMIP
Aviation Materiel Management Improvement Program

ammo
ammunition

AMMOBR
ammunition bearer

AMNM
Airman's Medal

AMO
aviation medical officer; automation management office

AMOD
Army's mobility opportunity and development program

AMOS
additionally awarded military occupational specialty

AMP
Allied Mining and Mine Countermeasures Publication; Army Materiel Plan

AMPES
Automated Message Processing Exchange System

AMPPGD
Army Mobilization Planning and Programming Guidance Document

AMPS
Automatic Message Processing System

AMR
Atlantic Missile Range

AMRAC
Anti-Missile Research Advisory Council

AMRAD
ARPA measurements radar

AMRD-NASC
Army Missile and Rockets Directorate-NATO Supply Center

AMS
Army management structure

AMSA
advanced-man strategic aircraft; Area Maintenance Support Activity

AMSAA
Army Materiel Systems Analysis Agency

AMSC
Army Medical Specialist Corps

AMSF
area maintenance supply facility; Army morale support fund

AMSO
ammunition shipment order

AMSP
Allied Military Security Publication; Army Master Study Program

AMSR
autonomous missile site radar

amt
amount

AMT
aerial mail terminal

AMTF
airmobile task force

AMTI
airborne moving target indicator

AMTRAC
amphibious tractor (amphibian tractor)

AMX
automatic message exchange

AN
Army Nurse Corps

ANAD
Anniston Army Depot

ANC
Arlington National Cemetery

ANCA
Allied Naval Communications Agency

ANCOC
Advanced Noncommissioned officers' course

ANEEG
Army, Navy Electronics Evaluation Group

ANEXGOVT
at no expense to the Government

ANF
Army news features; Atlantic Nuclear Force

ANG
Air National Guard

ANGUS
Air National Guard of the United States

ANGLICO
air and naval gunfire liaison company

ANMCC
Alternate National Military Command Center

ANO
above named officer

ANORS
anticipated not operationally ready, supply

ANP
Allied Navigation Publication

ANPP
Army Nuclear Power Program

ANSIA
Army-Navy Shipping Information Agency

ANUDS
United States Army Nuclear Data System (Study)

ANZUS
Australia, New Zealand, and the United States

AO
Administrative Officer; Action Officer

AOB
approved operating budget

AOBSR
air observer

AOC
Army Operations Center

AOCO Atomic Ordnance Cataloging Office	APE advanced production engineering; ammunition peculiar equipment; Army Preliminary Evaluation
AOM Army of Occupation Medal	APF appropriated fund(s)
AOP Allied Ordnance Publication	APFSDS armor-piercing Fin-stabilized Discarding Sabot
AOR advance list of oversea-returnees for reassignment	APG Aberdeen Proving Ground; Army planning group
AOS azimuth orientation system	API armor-piercing incendiary
AOSL authorized organizational stockage list	APIT armor-piercing incendiary tracer
AOTE Amphibious Operational Training Element	APL Army Personnel Letter; Army promotion list
AOU azimuth orientation unit	APMT antenna pattern measurement test
AP acquisition plan; Allied Publication	APO Air Post Office
AP armor-piercing; ammunition point	APO Army Post Office
APA advance of pay and allowances; aircraft procurement, Army; appro- priation purchases account	APOC Army point of contact
APATS antenna pattern test system	APOD aerial port of debarkation
APB Army Packaging Board	APOE aerial port of embarkation
APBS Automated PEMA Budget System	APP air parcel post
APC abbreviated performance characteristics; armor piercing capped; Army postal clerk; accounting processing code	app appendix; apprehend
APC armored personnel carrier	appl applicable; applicant; application
APCEC Army Precommission Extension Course	appn appropriation
APCM Asiatic-Pacific Campaign Medal	approx approximate
APC-T armor-piercing capped tracer	APPS Analytical Photogrametric Position System
APD advance planning document; Air Procurement District; area postal directory	aprop appropriate
APDAB Army Physical Disability Appeal Board	APRT Army physical readiness test
APDS armor-piercing discarding sabot	APS accessory power supply; Army Postal Service
APDS-T armor-piercing discarding sabot-tracer	AP-T armor-piercing-tracer
	APU Army postal unit; auxiliary power unit

APW American prisoner of war	ARDEMS artillery delivered multi-purpose submunition
APWIB American Prisoner of War Information Bureau	ARDIS Army RDTE Information System
APWIB (Br) Branch American Prisoner of War Information Bureau	ARDME automatic radar data measuring equipment
AQB Army Qualification Battery	ARDP Army Requirements Development Plan
AQL acceptable quality level	AREPT agent report
AR Army regulation; agent report; armor	ARFA Allied Radio Frequency Agency
ARA aerial rocket artillery; assigned responsible agency	ARFCOS Armed Forces Courier Service
ARAAV armored reconnaissance airborne assault vehicle	ARFMS Air Reserve Forces Meritorious Service Medal
ARAC Army radar approach control	ARFORSTAT Army force status reporting system
ARAV Army aviator	ARFPC Army Reserve Forces Policy Committee
ARAVBAD Army Aviator Badge	ARHOC Army Housing Committee
ARB armored rifle battalion	ARI Army Research Institute
ARCAM Army Reserve Components Achievement Medal	ARIS advanced range instrumentation ship
ARC accounting requirements code	ARL authorized retention level
ARCE amphibious river crossing equipment (French)	ARLO air reconnaissance liaison officer
ARCHS Army Reactor Systems Health and Safety Review Committee	ARM antiradiation missile; Army ready materiel
ARCO Army Requirements Control Office	ARMATSC Army Materiel Status Committees
ARCOM United States Army Reserve Command	ARMDAS Army damage assessment system
ARCOM Army Commendation Medal	ARMEDASH armed advanced scout helicopter
ARCOTR Army Reserve Components Overseas Training Ribbon	ARMGRD armed guard
ARCSA aviation requirements for the combat structure of the Army	ARMIP accounting and reporting management improvement program
ARCT Army Radio Code Aptitude Test	ARMS Army Master Data File Retrieval Microform System
ARD automatic release date	armt armament
ARDC United States Army Armament Research and Development Center	ARNG Army National Guard

ARNGUS
Army National Guard of the United States

ARO
United States Army Research Office

ARO-E
United States Army Research and Development Group (Europe)

ARO-FE
United States Army Research and Development Group, Far East

ARP
Army research plan

ARQ
annual review questionnaire

ARR
Army readiness regions; Army retail requirements

arr
arrive

ARRADCOM
United States Army Armament Research and Development Command

ARRCOM
United States Army Armament Materiel Readiness Command

ARRS
Aerospace Rescue and Recovery Service

ARS
aerial reconnaissance and security

ARSB
air reconnaissance support battalion

ARSEM
Army registry of special educational materials

ARSOF
Army Special Operations Forces

ARSPT
air reconnaissance support

ARSR
air route surveillance radar

ARST
aerial reconnaissance and security troop

ARSTAF
Army Staff

ARSV
armored reconnaissance scout vehicle

ARTACOM
Army requirements for tactical communications

ARTADS
Army Tactical Data Systems

ARTC
air route traffic control

ARTCC
air route traffic control center

ARTEP
Army Training and Evaluation Program

ARTL
awaiting results of trial

arty
artillery

ARUNK
arrival unknown

ARV
armored recovery vehicle

ARWAB
Army Rotary Wing Aptitude Battery

AS
Australia

as
antisubmarine; as stated; ammunition specialist

ASAC
Army Study Advisory Committee; Automated Systems Army Commissaries

ASA(I&L)
Assistant Secretary of the Army (Installation and Logistics)

ASA(FM)
Assistant Secretary of the Army (Financial Management)

ASA(M&RA)
Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASA(RDA)
Assistant Secretary of the Army (Research, Development, and Acquisition)

ASAP
Army Scientific Advisory Panel; as soon as possible

ASARC
Army Systems Acquisition Review Council

ASBCA
Armed Services Board of Contract Appeals

asbl
assemble

ASC
Automation Security Committee

ASCC
Air Standardization Coordinating Committee

ASCI
American standard code for information interchange

ASCOM
Army Service Command

ASCP
Army Strategic Capabilities Plan

ASD Army shipping document	ASIC Area Security Information Center
ASD(C) Assistant Secretary of Defense (Comptroller)	ASIGCEN Area Signal Center
ASD(C3I) Assistant Secretary of Defense (Communications, Command, Control, and Intelligence)	ASIP Army stationing and installation plan
ASD(HA) Assistant Secretary of Defense (Health Affairs)	ASL above sea level; authorized stockage list
ASDIC Armed Services Documents Intelligence Center	aslt assault
ASDIRS Army Study Documentation and Information Retrieval System	ASLTG assault gun
ASD(ISA) Assistant Secretary of Defense (International Security Affairs)	ASM air-to-surface missile; Anarctica Service Medal; automatic scheduling message
ASD(RA) Assistant Secretary of Defense (Reserve Affairs)	ASME American Society of Mechanical Engineers
ASD(PA) Assistant Secretary of Defense (Public Affairs)	ASMIS Major Army Subordinate Command Management Information System
ASDPSIM advanced system data processing simulation	ASMP Army survival measures plan
ASD(PA&E) Assistant Secretary of Defense (Program Analysis and Evaluation)	ASMRO Armed Services Medical Regulating Office
ASE automatic stabilization equipment	ASMSA Army Signal Material Support Agency
ASED aviation service entry data	ASN atomic strike net
ASEP Advanced Skills Education Program	ASNP Army Student Nurse Program
ASESBD Armed Services Explosives Safety Board	ASNPIDBAD Army Student Nurse Program Identification Badge
ASF additional selection factor; Army Stock Fund	ASO area supply officer
ASG area support group	ASOAP Army spectrometric oil analysis program
asg assign	ASOC Air support operations center
asgd assigned	ASOP Army Strategic Objectives Plan
ASGRO Armed Services Graves Registration Office	ASP ammunition supply point; annual service practice; Army strategic plan
ASGS Assistant Secretary of the General Staff	ASPCGA Atomic Strike Plan Control Group Alternate
ASH advanced scout helicopter	ASPIC Armed Services Personnel Interrogation Center
ASI additional skill identifier; azimuth speed indicator	ASPTC United States Army Support Center

ASR
airport surveillance radar; armed strike reconnaissance; Army status report; Army Service Ribbon

ASRA
ADP system requirement analysis

ASRD
aircraft shipment readiness date

ASRT
air support radar team

ASSA
Area Supply Support Activity

assoc
associate

asst
assist

assy
assembly

AST
administrative-supply technician; air supported threat

ASTD
air supported threat defense

astn
astronomic

ASUP
air supply

ASVAB
Armed Services Vocational Aptitude Battery

ASW
antisubmarine warfare

ASWBPL
Armed Services Whole Blood Processing Laboratory

ASWD
Army Special Weapons Depot

AT
annual training

ATA
actual time of arrival

ATBM
antitactical ballistic missile

ATC
air traffic control; Air Training Command

ATCC
air traffic control center; Atlantic Division Transport Control Center (Hq)

ATCL
air traffic control line

ATCRBS
Air Traffic Control Radar Beacon System

ATCS
Air Traffic Communications Station

ATCU
air transportable communication unit

ATD
actual time of departure

ATEP
annual training equipment pools

ATERM
air terminal

ATG
antenna test group; antitank gun

ATGL
antitank grenade launcher; antitank gun launcher

ATGM
antitank guided missile

ATGW
antitank guided weapon

ATII
advanced techniques for imagery interpretation

ATKHC
Attack Helicopter Company

ATMAC
air traffic management automated center

ATMC
Air Transport Movement Control Center

ATMP
Air Target Materials Program

ATMS
Air Traffic Management System

ATO
aircraft transfer order

ATP
Allied Tactical Publication; Army training program

ATP-ASCP
Army Transportation Plan in Support of the Army Strategic Capabilities Plan

ATR
air traffic regulations

ATRL
antitank rocket launcher

ATS
air traffic services; Army Topographic Station; Army telecommunications system

ATSSM
Automatic telecommunications system security manager

ATT
Army training test

attn attention	AVLB armored vehicle launched bridge
AUM air-to-underwater missile	AVLUB aviation lubricant
AUS Army of the United States	avn aviation
AUSA Association of the United States Army	AVNL automatic video noise limited
AUT advanced unit training	AVNMED aviation medicine
auth authority; authorized; authorization	AVOIL aviation oil
AUTHGR authority granted	AVP Army Validation Program
auto automatic	avr aviator
AUTODIN automatic digital network	AVRADCOM Aviation Research and Development Command
AUTOSEVOCOM automatic secure voice communications	AVSC audio visual support center
AUTOSTRAD automated system for transportation data	AVSCOM United States Army Aviation Systems Command
AUTOVON automatic voice network	AVUM aviation unit maintenance
aux auxiliary	AW air warning; Army-wide; automatic weapons
AV audiovisual; AUTOVON; aviation	AWACS Airborne Warning and Control System
aval available	AWASP advance weapon ammunition support point
AVC automatic volume control	AWCO Area Wage and Classification Office
AVFR available for reassignment	AWL administrative weight limitation
avg average	AWOL absent without leave
AVGAS aviation gasoline	AWLOG Army Wholesale Logistic System
AVID airborne vehicle identification	AWP Allied Weather Publication
AVIM aviation intermediate maintenance	AWS Air Weather Service
AVIONICS aviation electronics	AWSCOM Advance Weapons Support Command
AVIS audiovisual information system	AWTS Army-wide training support
AVIT audiovisual instructional technology	AXP Allied Exercise Publication

AXSIGCOMM
axis or axes of signal communication

az
azimuth

2-2. "B" listings

BAA
budget activity account

BAAN
budget authorization account number

BAAF
Badger Army ammunition plant

BAG
ballistic attack game

bal
balance

BALLWIN
ballistic winds

BAMC
Brooke Army Medical Center

BAPREPT
beds and patient report

BAQ
basic allowance for quarters

BAR
battery acquisition radar

BAS
basic allowance for subsistence

BASD
basic active service date

BASE
basic Army strategic estimates

BASOPS
Base Operating Information System

BC
battery commander

BCA
battery control area

BCC
battery control central

BCD
bad conduct discharge; binary coded decimal

BCE
baseline cost estimate

BCS
battery computer system

BCT
basic combat training

BD
bomb disposal

BDB
Base Development Board

BDC
brigade data center

BDD
blanket delivery date

bde
brigade

BDELT
brigade landing team

BDFA
basic daily food allowance

BDL
battery data link

BDP
base development plan

bdry
boundary

BDS
British Defense Staff

BDU
battery display unit

BECAMP
Ballistic Environmental Characteristics and Measurement Program

BEFOURRA
Belgian Fourragere

BEMAR
backlog of essential maintenance and repair

BENELUX
Belgium, Netherlands, Luxembourg

BENT
beginning evening nautical twilight

BEP
Budget Execution Plan

BEQ
bachelor enlisted quarters

BER
budget execution review

BERADEV
Berlin Airlift Device

BERH
Board of Engineers for Rivers and Harbors

BESD
basic enlisted service date

BESRL
Behavior and Systems Research Laboratory

BEXEC budget execution	BJCEB British Joint Communications–Electronics Board
BFD Budget Formulation Directive	BJU beach jumper unit
bfg briefing	BL bill of lading; basic load (ammunition)
BFO beat frequency oscillator	bl bomblines
BFORM budget formulation	bldg building
BG beach group; brigadier general	bloc blockade
BGDA Blue Grass Depot Activity	BLSJICP beam lead sealed junction integrated circuit package
BGSS battalion ground surveillance section	BM bench mark; branch material
bhd beachhead	BMD ballistic missile defense
BI background investigation; battlefield illumination; branch immaterial	BMDATC Ballistic Missile Defense Advanced Technology Center
BIC battlefield information center	BMDC Ballistic Missile Defense Center
BICC battlefield information control center	BMDCP ballistic missile defense command post; Battalion Mortar and Davy Crockett Platoon
BII basic issue items	BMDEAR Ballistic Missile Defense Emergency Action Report
BIIL basic issue item list	BMDITP Ballistic Missile Defense Integrated Training Plan
bio biographics	BMDMB ballistic missile defense missile battalion
biol biological	BMDMP Ballistic Missile Defense Master Plan
BIOLDEF biological defense	BMD–NEAT Ballistic Missile Defense–Nuclear Effects and Threat Committee
BIOLOPS biological operations	BMDO Ballistic Missile Defense Operations
BIOLREPT biological report	BMDOA Ballistic Missile Defense Operations Activity
BIOLRSCH biological research	BMDPM Ballistic Missile Defense Program Manager
BIOLWPN biological weapons	BMDPO Ballistic Missile Defense Program Office
BIOLWPNSYS biological weapon system	BMDSB ballistic missile defense surveillance battalion
BIRDIE battery integration and radar display equipment	BMDSCOM Ballistic Missile Defense Systems Command
BITE built in test equipment	BMEWS ballistic missile early warning system

BMG
budget and manpower guidance

BMM
borrowed military manpower

BMNT
beginning morning nautical twilight

BMRMO
balance mobilization reserve materiel objective

BMRSYS
Ballistic Missile Reentry System

BMU
beachmaster unit

bn
battalion

BNSFCP
battalion shore fire control party

BOB
beginning of business

BOC
battalion operation center (AD)

BOI
basis of issue

BOIMARS
Basis of Issue Monitoring and Recording System

BOIP
basis-of-issue plan

BOIP II
basis-of-issue plan II

bomb
bombardment

BOMREP
bombing report

bomst
bombsight

BOP
balance of payments; basic operation plan

BOPA
Balance of Payments Act

BOPP
balance of payment programmed

BOQ
bachelor officers' quarters

BOR
board of review

BOT
burst on target

BP
base point; basic pay; Budget Program; battle position

BPA
budget project account; blanket purchase agreement

BPD
basic planning document

BPED
basic pay entry date

BPHI
boost phase intercept

BPI
binary bits per inch

BPRF
bullet proof

BPU
base production unit

br
branch

BRC
Budget Review Committee

BRD
bomb release distance

Brig
brigadier

BRL
bomb release line

BSA
Basic Standardization Agreement; brigade support area

BSEP
Basic Skills Education Program

BSM
Bronze Star Medal

BT
basic training

BTE
battery terminal equipment

BTL
Bell Telephone Laboratories

BTO
bombing through overcast; branch transportation office(r)

btry
battery

BTU
British thermal unit

bud
budget

BUIC
back-up interceptor control

BUT
basic unit training

BV
bureau voucher

BVG
battlefield visualization graphics

BY
budget year

2-3. 'C' listings

C2
command and control

CA
Civil Affairs; combat assault; combined arms; cost account; commercial activities

CAA
Civil Aeronautics Administration; combined arms Army; Concepts Analysis Agency; Crypto Access Authorization

CAAA
Crane Army Ammunition Activity

CAAP
Cornhusker Army Ammunition Plant

CAAS
combined arms and support

CAB
Civil Aeronautics Board

C-ABM
Chinese-oriented antiballistic missile system

CAC
Combined Arms Center

CACDA
Combined Arms Combat Development Activity

CADIZ
Canadian air defense identification zone

CADMINI
computer administrative instruction

CADOP
Continental Air Defense Objectives Plan

CADS
Containerized Ammunition Distribution System

CADSAME
call signs and/or address group remain same

CADW
Civil air defense warning

CAFM
commercial air freight movement

CAG
combat arms group

CAI
computer assisted instruction; configuration audit inspection

CAICO
chemical accident/incident control officer

cam
camouflage; camouflaged

CAM
commercial air movement number

CAMA
centralized automatic message accounting

CAMAR
common aperture multifunction array radar

CAMO-PAC
Central Ammunition Management Office-Pacific

CAMPS
centralized automated military pay system

CAMSTA
Cameron Station

CASP
Civilian Acquired Skills Program

CATC
Combined Arms Training Center

CATTS
combined arms tactical training simulator

C&I
commercial and industrial

C&L
control and line

C&T
contingency and training

CAO
collateral action officer; Central Accounting Office

CAPPS
Centralized Army Passenger Port Call System

CAR
Chief, Army Reserve; condition and recommendation

CARCSLR
career counselor

CARDA
CONUS airborne reconnaissance for damage assessment

CARDPAC
Card Packet System

CARP
computed air release point

CARS
Combat Arms Regimental System

cas
casualties; casualty

CAS
close air support; Coordinator of Army Studies

CASF Composite Air Strike Force	cbtry counterbattery
CASPER Consolidated Army System for Processing Entitlements to Army Reservists	CC combat command; common carrier; control center; chemical corps
CASTLE computer assisted system for theater level engineering	CCAD United States Army Depot, Corpus Christi
CAT contractor acceptance test; control and assessment team	CCB Configuration Control Board
CATV community antenna television	CCC classified control clerk; command, control, communications; Commodity Credit Corporation
Cau Caucasian	CCCMMM closed-chest cardiac massage and mouth-to-mouth resuscitation
CAU Crypto Ancillary Unit	CCE commercial construction equipment
cav cavalry	CCF central control facility; Corps Contingency Force; correctional custody facility; central clearance facility
CAVU ceiling and visibility unlimited	CCH Chief of Chaplains
CAWSE casualty analysis for determining weapon system effectiveness	CCH computerized criminal history files of the FBI
CB chemical biological; construction battalion	CCI Command Control Interface (MSR)
CBAIC chemical-biological accident and incident control	CCIF International Telephone Advisory Committee
CBAICP Chemical and Biological Accident and Incident Control Plan	CCIR International Radio Consultative Committee
CBCC conviction by civil court	CCIT International Telegraphic Advisory Committee
CBE Command Budget Estimate	CCMA civilian clothing maintenance allowance
CBI Complete background investigation	CCMPTC central computer center
CBIO counterbattery intelligence officer	CCO classified control officer
CBL commercial bill of lading	CCOC Command Control Operations Center
CBO computer burst order	CCP circulation control point; communications career program; consolidated cryptologic program; consolidation and containerization point
CBOI complete basis of issue	CCPM command career program manager
CBOIP complete basis of issue plan	CCR combat crew
CBS-X Continuing Balance System-Expanded	CCS Combined Chiefs of Staff
CBTI combat intelligence	CCSP consolidated computer security program

CCT Consolidated Change Table	CECDC Cost Estimate Control Data Center
CCTV closed-circuit television	CECOM Army Communications-Electronics Command
CCU common control unit	CECS Communications-Electronics Coordinating Section, Standing Group-NATO
CD civil defense	CEE Communication Electronics Element
CD combat development; contract definition	CEEB College Entrance Examination Board
CDA United States Army DARCOM Catalog Data Activity	CEFI contractor engineer-furnish and install
CDAP Civil Damage Assessment Program	CEI communication electronic instructions
CDD collateral damage distance	CEIP communications-electronics implementation plan
CDE chemical defense equipment	cel celestial
CDG coder-decoder group	CEM compromising emanations
CDI cargo disposition instructions	CEMF counterelectromotive force
CDL Central Dental Laboratories	CENTAG Central Army Group, Central Europe
CD/NC computer-aided design/numerical control	CEOA Central European Operating Agency
cdo commando	CEOAS Corps of Engineers Office of Appalachian Studies
CDOG Combat Development Objectives Guide	CEOI Communications-Electronics Operation Instructions
CDP company distributing point; contract definition phase	CER complete engineering release; cost estimating relationship
CDR cargo delivery receipt; commander	CERB United States Army Coastal Engineering Research Board
CDS capability design specifications; chamber of destination of ships; Chief Defense Staff (Canada)	CERC United States Army Coastal Engineering Research Center
CDSO Civil Defense Support Detachments	CESI Communications-Electronics Standing Instruction
CDSR controlled deployment specular reflector	CEWCSC Corps of Engineers Waterborne Commerce Statistics Center
CDU command destruct unit	CEV combat engineer vehicle
CE Corps of Engineers (organization); counterespionage; Communications-Electronics	CF concept feasibility; correlation factor; Canadian Forces
CEBMCO Corps of Engineers Ballistic Missile Construction Office	CF copy(ies) furnished
	cf counterfire

CFA
current files area; covering force area

CF&A
Chief of Finance and Accounting

CFC
Combined Federal Campaign

CFE
contractor furnished equipment

CFL
coordinated fire line

cfm
confirm; confirmed

CFM
contingency for movement

CFMA
Central Financial Management Activities

CFOR
COMSEC Field Office of Record

CFP
concept formulation package

CFPF
central food preparation facility

CFPS
central food preparation system

CFR
Code of Federal Regulations

CFS
contract field services

CFSR
contract fund status report

CFT
contract field technician

CFV
pcavalry fighting vehicle

CG
commanding general

CGS
Coast and Geodetic Survey

CGSC
Command and General Staff College

CH
cargo helicopter

CH
Chaplains

ch
change

CHACOM
Chain of Command Reporting System

CHAMPUS
Civilian Health and Medical Program of the Uniformed Services

CHANCOMTEE
Channel Committee

CHAP
CHAPARRAL—A self-propelled, surface-to-air version of Navy
SIDEWINDER missile

CHB
Cargo Handling Battalion

CHD
correctional holding detachment

CHGFA
costs chargeable to fund authorization

CHOP
change of operational control

CI
configuration item; command information

ci
counterintelligence

CIA
Central Intelligence Agency

CIB
Combat Infantryman Badge

CIC
customer identification code

CID
Command Information Division

CID
Criminal Investigation Division

CIDCON
civil disturbance readiness conditions

CIDSTAT
Civil Disturbance Status Reporting

CIF
Central Issue Facility; cost, insurance and freight

CIIP
clothing initial issue point

CINC
Commander in Chief

CINCAFLANT
Commander in Chief, United States Air Forces, Atlantic

CINCAL
Commander in Chief, Alaska

CINCARLANT
Commander in Chief, United States Army Forces, Atlantic

CINCEASTLANT
Commander in Chief, Eastern Atlantic Area

CINCENT
Commander in Chief, Allied Forces, Central Europe

CINCHAN
Allied Commander in Chief, Channel

CINCLANT
Commander in Chief, Atlantic

CINCNORAC
Commander in Chief, North American Air Defense Command

CINCNORTH
Commander in Chief, Allied Forces, Northern Europe

CINCONAD
Commander in Chief, Continental Air Defense Command

CINCPAC
Commander in Chief, Pacific

CINCPACREP
Commander in Chief, Pacific Representative

CINCSAC
Commander in Chief, Strategic Air Command

CINCSOUTH
Commander in Chief, Allied Forces Southern Europe

CINCSPECOMME
Commander in Chief, Specified Command, Middle East

CINCUNC
Commander in Chief, United Nations Command

CINCUSAREUR
Commander in Chief, United States Army, Europe

CINCUSARPAC
Commander in Chief, United States Army, Pacific

CINCWESTLANT
Commander in Chief, Western Atlantic Area

cinsgcy
counterinsurgency

CIO
command issuing office

CIP
Command Information Program; consolidated intelligence program

cir
circular

circ
circumstance

CIRVIS
communication instructions for reporting vital intelligence sightings

CIT
configuration identification tables

CITA
commercial-industrial-type activity

civ
civil; civilian

CIVPERCEN
United States Army Civilian Personnel Center

CIVPERSINS
Civilian Personnel Management Information System

CJCS
Chairman, Joint Chiefs of Staff

CJS
Canadian Joint Staff

CLDC
COMSEC Logistics Data Center

CLGP
cannon-launched guided projectile

CLIN
contract line item number

CLL
Chief of Legislative Liaison

CLO
civil liaison officer

CLOCE
Contingency Lines of Communication, Europe

CLS
closed loop support

CLSC
COMSEC Logistic Support Center

CLSS
Combat Logistic Support System

CLSU
COMSEC Logistic Support Unit

CLSX
closed loop support extended

cm
countermortar

CM
court-martial; commander's manual

CMA
corps maintenance area

CMAB
clothing maintenance allowance, basic

CMAC
Capital Military Assistance Command; Central Management Army Commissaries

CMAIHSS
clothing monetary allowance, initial issue

CMAIWAC
clothing monetary allowance initial (for female cash allowance only)

CMAO
court-martial appointing order

CMAS
clothing maintenance allowance, standard

CMB Combat Medical Badge	CNP Chief of Naval Personnel
cmd commendation; command	cntgcy contingency
CMDN catalog management data notification	cntrf centrifugal
CMF career management field; court-martial forfeiture; combat mission failure	CNWDI critical nuclear weapons design information
CMH Center of Military History	CO combat aptitude area; command operations; contracting officer
CMIA command management inventory accounting	CO commanding officer
CMIF career management individual file	co company
CMLOPS chemical operations	COA change of assignment; current operating allowances; Comptroller of the Army
CMMA clothing monetary maintenance allowance	COADS Command and Administrative Data System
CMO civil-military operations	COAX coaxial machine-gun
CMOS capper military occupational specialty	COB close of business; command operating budget
CMPF central meat processing facility	COBOL common business-oriented language
CMR configuration management review	COC combat operations center
CMRI command maintenance readiness inspection	COCO contractor-owned, contractor operated
CMS central material service	CODAP comprehensive occupational data analysis program
cmt comment	COE Chief of Engineers
CMTC Citizens Military Training Corps	COEA cost and operational effectiveness and analysis
CMY civilian man-years	COEC CONAD Operational Employment Concept
CNA Commander's Narrative Analysis	COFF cut off
CNAD Conference of National Armaments Directors	CofS Chief of Staff
CNDI commercial nondevelopment items	COFT conduct-of-fire trainer
CNGB Chief, National Guard Bureau	COHORT Cohesion, Operational Readiness Training
CNO Chief of Naval Operations	COI communication operation instructions
	COL colonel

COLA cost-of-living allowance	COMEDEAST Commander, Eastern Mediterranean Area
colm column	COMEDNOREAST Commander, Northeast Mediterranean Area
COM Commissary Operating Manual; Computer Output Microfilm/Micro-fiche	COMEDOC Commander, Western Mediterranean Area
COMAFFOR Commander, Air Force Forces	COMEDSOUEAST Commander, Southeast Mediterranean Area
COMAINT command maintenance	COMFAIRWING-NORLANT Commander, Fleet Air Wing Northern Atlantic
COMAIR-BALTAP Commander, Allied Air Forces, Baltic Approaches	COMFIVEATAF Commander, Fifth Allied Tactical Air Force, Southern Europe
COMAIRSOUTH Commander, Allied Air Forces, Southern Europe	COMFLDCOMDASA Commander, Field Command, Defense Atomic Support Agency
COMANTDEF-COM Commander, Antilles Defense Command	COMFOURATAF Commander, Fourth Allied Tactical Air Force Central Europe
COMARFOR Commander, Army Forces	COMGIB Naval Commander, Gibraltar
COMATF Commander, Amphibious Task Force	COMGIBMED Commander, Gibraltar Mediterranean Command
COMBALTAP Commander, Allied Forces, Baltic Approaches	COMICEDEFOR Commander, Iceland Defense Force
COMBENE-CHAN Commander, Benelux Sub-Area Channel	COMIDEASTFOR Commander, Middle East Force
COMBISCLANT Commander, Bay of Biscay Sub Area	COMINT communications intelligence
COMCANLANT Commander, Canadian Atlantic Sub Area	COMISH United States Military Mission, Congo
COMCARSTRIK-FOR Commander, Carrier Striking Force	COMJAM communications jamming
COMCARSTRIK-GRUONE Commander, Carrier Striking Group One	COMJTF Commander, Joint Task Force
COMCARSTRIK-GRUTWO Commander, Carrier Striking Group Two	COMJUWATF Commander, Joint Unconventional Warfare Task Force
COMCENTAG Commander, Central Army Group, Central Europe	COMLANDFOR Commander, Land Forces
COMCENTLANT Commander, Central Sub Area	COMLANDJUT Commander, Allied Land Forces, Schleswig-Holstein and Jutland
COMCM communication countermeasures and deception	COMLANDNORWAY Commander, Allied Land Forces, Norway
Comd Sgt Maj Command Sergeant Major	COMLANDSOUTH Commander, Allied Land Forces, Southern Europe
Comdt Commandant	COMLANDSOUTHEAST Commander, Allied Land Forces, Southeastern Europe
COMEDCENT Commander, Central Mediterranean Area	COMLANDZEALAND Commander, Allied Land Forces, Zealand
	COMLOGNET command logistics network

comm communication	COMSOTFE Commander, Support Operations Task Force, Europe
COMM Department of Commerce	COMSTRICKFLANT Commander, Striking Fleet Atlantic (Afloat)
COMMAIRCENLANT Maritime Air Commander, Central Sub Area	COMSTRIKFOR SOUTH Commander, Naval Striking and Support Forces, Southern Europe
COMMAIRCHAN Commander, Allied Maritime Air Force, Channel	COMSTS Commander, Military Sea Transportation Service
COMMAIREASTLANT Maritime Air Commander, Eastern Atlantic Area	COMSUBACLANT Commander, Submarine Allied Command, Atlantic
COMMAIRNORECHAN Commander, Maritime Air Nore Sub Area Channel	COMSUBEASTLANT Commander, Submarine Force, Eastern Atlantic
COMMAIRNORLANT Maritime Air Commander, Northern Sub Area	COMSUBMED Commander, Submarines, Mediterranean
COMMAIRPLYMCHAN Commander, Maritime Air Plymouth Sub Area, Channel	COMSUBMEDNOREAST Commander, Submarines, Northeast Mediterranean
COMMARFOR Commander, Marine Forces	COMSUBWESTLANT Commander, Submarine Force, Western Atlantic Area
COMMCEN communications center	COMTAFNORNOR Commander, Allied Tactical Air Force, North Norway
COMMZ communications zone	COMTAFSONOR Commander, Allied Tactical Air Force, South Norway
COMNAVBALTAP Commander, Allied Naval Forces, Baltic Approaches	COMTASKFORNON Commander, Allied Task Force North Norway
COMNAVNON Commander, Allied Naval Forces, North Norway	COMTECHREP complementary technical report
COMNAVSCAP Commander, Allied Naval Forces, Scandinavian Approaches	COMTWOATAF Commander, Second Allied Tactical Air Force, Central Europe
COMNORECHAN Commander, Nore Sub Area, Channel	COMUKADR Commander, UK NATO Air Defense Region
COMNORLANT Commander, Northern Sub Area	COMUSAFFOR Commander, United States Air Force Forces
COMNORTHAG Commander, Northern Army Group, Central Europe	COMUSARFOR Commander, United States Army Forces
COMOCEANLANT Commander, Ocean Sub Area	COMUSARSO Commander, United States Army Forces Southern Command
comp composite; complement; component	COMUSARTF Commander, United States Army Task Force
COMPACT consolidation of military personnel activities	COMUSFAIRWINGMED Commander, United States Fleet Air Wing, Mediterranean
COMPASS Computerized Movement Planning and Status System	COMUSFORAZ Commander, United States Forces, Azores
COMPLYMCHAN Commander, Plymouth Sub Area, Channel	COMUSJAPAN Commander, United States Forces, Japan
COMSEC communications security	COMUSJTF Commander, United States Joint Task Force
COMSIXATAF Commander, Sixth Allied Tactical Air Force, Southeastern Europe	COMUSJUWTF Commander, United States Joint Unconventional Warfare Task Force

COMUSKOREA Commander, United States Forces, Korea	cont continue; continued; continuation
COMUSLANDFOR Commander, United States Land Forces	CONUS continental United States
COMUSMACTHAI Commander, United States Military Assistance Command, Thailand	CONUSA the numbered armies in the continental United States
COMUSMARFOR Commander, United States Marine Forces	CONUSAMDW the numbered armies in the continental United States and the United States Army Military District of Washington
COMUSMARTF Commander, United States Marine Task Force	convl conventional
COMUSMILGP Commander, United States Military Group	COOP Continuity of Operations Plan
COMUSNAVFOR Commander, United States Naval Forces	COOPCOMM communications facilities in support of DA Continuity of Operations Plan
COMUSNAVTF Commander, United States Naval Task Force	coord coordinate; coordinated; coordinating; coordination
con control; controlled	COP combat outpost; command operating program; command observation post (opposing forces)
CONAD Continental Air Defense Command	COPE custodian of postal effects
CONAF Conceptual Design for the Army in the Field	COPL combat outpost line
CONDECA Central American Defense Council	COPO Chief of Personnel Operations
CONELRAD control of electromagnetic radiation's	COR cargo outturn report; contracting officer's representative
CONEX container express	CORDASF Commissary Resale Division of the Army Stock Fund
conf conference; confidential	CORDS Civil Operations Revolutionary Development Support
CONFAD Concept of a Family of Army Divisions	CORE contingency response program
Cong Congress	CORG Combat Operations Research Group
CONGEN Consul General	COS civilian occupational specialty
CONGINT interest by Member of Congress	COSA corps service area
CONOBJTR conscientious objector	COSAMREG consolidation of supply and maintenance regulations
CONOPS United States Army Intelligence Command Continental (United States) Operations	COSATI committee on scientific and technical information
CONSSTOCS contingency support stocks	COSCOM corps support command
const construct; constructed; construction	COSMIC code name given to identify NATO TOP SECRET documents

COSMOS
Centralization of Supply Management Operations

COSTAR
Combat Service to the Army

COTR
contracting officer's technical representative(s)

CP
command post

CP
copilot; cost and performance; check point

CPA
Chief of Public Affairs

CPC
civilian personnel circular

CPCO
Central Port Call Office

CPCS
coast phase control system

CPD
central postal directory; Civilian Personnel Directorate

CPE
cloud processing equipment; collective protection equipment; contractor performance evaluation

CPEP
contractor performance evaluation plan

CPF
central post fund

CPFF
cost plus a fixed fee

CPIF
cost plus incentive fee

CPL
common program language

CPL
corporal

CPMI
command personnel management inspections

CPO
chief petty officer; civilian personnel office; central procurement office

CPOS
civilian personnel occupational standards

CPP
civilian personnel pamphlet

CPPM
civilian personnel procedures manual

CPR
Carrier Performance Rating; civilian personnel regulation; cardiovascular pulmonary resuscitation

CPS
command personnel summary; cycles per second

CPT
captain

CPU
central processing unit

CPX
command post exercise

CQ
charge of quarters

CRA
command relationship agreements; continuing resolution authority

CRAF
Civil Reserve Air Fleet

CRC
crew chief; CONUS replacement center

CRCC
Consolidated Record Communications Center

CRCOM
change review committee

CRCS
clinical record cover sheet

CRDC
United States Army Chemical Research and Development Center

CRE
combat readiness evaluation

CREC
COMSEC Research and Engineering Coordinating Group

CRESS
Center for Research in Social Systems

CREST
combat readiness by electronic service testing

CRF
cryptographic repair facilities

CRG
counterfire reference grid

CRIO
COMSEC Regional Issuing Officer

CRITCOM
critical communications system

CRITIC
critical intelligence

CRITICOM
critical intelligence communications

CRP
COMSEC resources program; control and reporting post; Cost Reduction Program; central receiving point

CRRC
Construction Requirements Review Committee

crs	CSR
course	Chief of Staff regulation; Civil Service retirement; civil service regulation
CRSDA	CSRA
community recreation and skill development activities	Civil Service Reform Act
CRT	CSRDF
cathode ray tube; combat readiness training	Civil Service Retirement and Disability Fund
crypto	CSRO
cryptography; cryptographic	consolidated standing route order
CRZ	CSS
close reconnaissance zone	central security service; combat service support; clothing sales store
CS	CSSPT
close support	common supply support
CS	CST
composite service; countersabotage; current series; critically sensitive; combat support	combat support training
CS1	CSTA
critically sensitive–level 1	combat surveillance and target acquisition
CS2	CT
critically sensitive–level 2	counterterrorism
CS3	CTA
critically sensitive–level 3	common table of allowances
CSA	CTDC
Chief of Staff, U.S. Army; corps storage area	control track direction computer
CSAF	CTE
Chief of Staff, United States Air Force	commander task element
CSAFM	CTEA
Chief of Staff Air Force memo	cost and training effectiveness analysis
CSC	CTF
combat support company	commander, task force
CSDP	CTG
command supply discipline program	commander, task group
CSG	CTI
combat service group	command technical inspection; complaint type investigation; contract technical instructor
CSH	CTLZ
Combat Support Hospital	control zone
CSI	CTO
CONUS sustaining increment	control tower operator
CSM	CTOC
Chief of Staff memorandum; Command Sergeant Major	corps tactical operations center
CSN	CTP
contract surgeon	coordinated test program; consolidated telecommunications program
CSPM	CTREPTR
Communication Security Publication Memorandum	court reporter
CSPS	CTU
coherent signal processing system	commander, task unit
CSQ	CTZ
cryptofacility security questionnaire	corps tactical zone

CUDAT
common user data terminal

CUSR
Central US Registry

CUSRPG
Canada US Regional Planning Group

CVC
combat vehicle crewman

CVEH
combat vehicle

CVWS
combat vehicle weapons system

CW
continuous wave; chemical warfare

CWAR
continuous wave acquisition radar

CWAS
contractor's weighted average share in cost risk

CWE
current working estimate

CWIR
continuous wave illuminator radar

CWM
commercial water movement number

CWO
Chief Warrant Officer

CW4
Chief Warrant Officer, W-4

CW3
Chief Warrant Officer, W-3

CW2
Chief Warrant Officer, W-2

CWPI
configuration work package item

CWS
commander's weapon station; continental wage schedule

CWSP
Communications with and Service to the Public

CY
calendar year; current year

CY
copy

CYBERLOG
Cybernetic Logistics Planning, Control, and Management Information System

CZ
combat zone

CZ
Canal Zone

2-4. "D" Listings

DA

Department of the Army

DAACA

Department of the Army Allocation Committee, Ammunition

DAACCE

Department of the Army Alternate Command and Control Element

DAAMP

Department of Army Avionics Master Plan

DAAS

Defense Automatic Addressing System

DAB

Director of the Army Budget

DAC

Department of the Army Civilian

DACAN

Military Committee Distribution and Accounting Agency, NATO

DACC

Department of the Army Communications Center

DACCS

Department of the Army Command and Control System

DACG

departure airfield control group

DACOWITS

Defense Advisory Committee on Women in the Services

DACRP

Department of the Army Communication Resources Plan

DADAC

Department of the Army Distribution/Allocation Committee

DADCMI

Department of the Army Policy for Disclosure of Classified Military Information to Foreign Government

DAEDARC

DA Equipment Data Review Committee

DAF

Department of the Air Force; departure airfield

DAFC

departure airfield control

DAFD

Department of the Army Forward Depot

DAFFD

Department of the Army Forward Floating Depot

DAFS

direct aerial fire support

DAG

division artillery group (opposing forces)

DAI Director of Army Instruction	DARC data acquisition and reports control
DAIP Department of the Army Intelligence Plan	DARFAX Department of Army Secure facsimile
DAIRO Department of the Army International Rationalization Office	DARK discrimination analysis technique adapted and refined at Kwajalein
DAIS defense automatic integrated switching	DARR Department of Army Regional Representative
DALC deployment area location code	DARRIS Department of the Army Requisitioning, Receipt, and Issue System
DALRLV DA logistics readiness liaison visits	DARS Department of the Army relocation sites
DALT Department of the Army Liaison Team; drop altitude	DART direct advisory of recorded transactions
DAM defended area model	DAS Director of the Army Staff
DAM II-EE defended area model II engagement evaluation	DASC direct air support center
DAM II-EP defended area model II engagement planning	DASD direct access storage device
DAMA Department of the Army Materiel Annex	DASEB Department of the Army Suitability Evaluation Board
DAMIS Department of the Army Management Information System	DASH drone antisubmarine helicopter
DAMPL Department of the Army Master Priority List	DASL Department of the Army Strategic Logistics
DAMPMT Department of the Army Military Personnel Management Team	DASO demonstration and shakedown operational; Department of the Army special order
DAMP/TVPB Department of the Army Motion Picture/Television Production Board	DASPO Department of the Army Special Photographic Office
DAMP/TVPP Department of the Army Motion Picture/Television Production Program	DASSO Department of the Army Systems Staff Officer
DAMRIP Department of the Army Management Review and Improvement Program	DAT development acceptance test
DAMWO Department of the Army modification work order	DATI Director of Army Technical Information
D&F determination and finding	DATSC Department of the Army Training and Support Committee
DAO division ammunition officer	DATT Defense Attache
DAP Director of Army Programs	DAVIE DA Vocabulary of Information Elements
DAR data automation requirement; defense acquisition radar; Defense Acquisition Regulation	DAXREP Department of the Army Command and Control Reporting System
	DBA/M data base administrator/manager
	DBC deputy brigade commander

DBF data base file	DCL design capability line
DBK data bank	DCNG District of Columbia National Guard
DBMS data base management system	DCO deputy commanding officer
DBOI development basis of issue	DCO dial central office
DC defense counsel; Dental Corps	DCP dental continuation pay; development concept paper; Director of Civilian Personnel
DCA Defense Communications Agency	DCPG Defense Communications Planning Group
DCAI Defense Communications Agency Instruction	DCS Defense Communications System; Deputy Chief of Staff; Director, Comptroller Systems
DCAS Defense Contract Administration Services	DCSC Defense Construction Supply Center
DCASD Defense Contract Administration Services District	DCSCD Deputy Chief of Staff for Combat Developments
DCASO Defense Contract Administration Services Office	DCSC-E Deputy Chief of Staff, Communications-Electronics
DCASPRO Defense Contract Administration Services Plant Representative Office	DCSCOMPT Deputy Chief of Staff, Comptroller
DCASQ Defense Contract Administration Services Residency	DCSFOR Deputy Chief of Staff, Force Development
DCASR Defense Contract Administration Services Region	DCSI Deputy Chief of Staff for Intelligence
DCC Defense Control Center	DCSLOG Deputy Chief of Staff for Logistics
DCCB Defense Center Control Building	DCMIS Deputy Chief of Staff, Management Information Systems
DCDP defense center data processing	DCSO&T Deputy Chief of Staff, Operations and Training
DCDU data collection and distribution units	DCSOT Deputy Chief of Staff for Operations and Intelligence
DCE defense combat evaluation	DCSOPS Deputy Chief of Staff for Operations and Plans
DC-E Director of Communications-Electronics	DCSPA Deputy Chief of Staff, Personnel and Administration
DCEO division communications-electronics officer	DCSPER Deputy Chief of Staff for Personnel
DCG deputy commanding general	DCSRDA Deputy Chief of Staff for Research, Development, and Acquisition
DCI Director, Central Intelligence	DCSRM Deputy Chief of Staff for Resource Management
DCII Defense Central Index of Investigations	DCSROTC Deputy Chief of Staff for Reserve Officers' Training Corps

DCSTS
Deputy Chief of Staff for Training and Schools

DD
dishonorable discharge

DDA
digital drive amplifier (MSR)

DDB-P
Distinguished Pistol Shot Badge

DDB-R
Distinguished Rifleman Badge

DDC
Defense Documentation Center for Scientific and Technical Information; division data center

DDEP
Defense Development Exchange Program

DDL
digital data link

DDP
distribution drop point

DDPS
discrimination data processing system

DDRE
Director of Defense Research and Engineering

DDS
Director of Dental Services

DDSM
Defense Distinguished Service Medal

DDUS
data departed United States

DEA
data exchange annex

DEAC
Defense Economic Analysis Council

DECCO
Defense Commercial Communications Office

DECEA
Defense Communications Engineering Agency

DECEO
Defense Communications Engineering Office

decon
decontaminate; decontamination

DEDS
digital error detection subsystem

def
defend; defended; defense; defensive

DEFCON
defense readiness condition

DEFLOWH
Defense Liaison Officer to the White House

DEFREPNAME
Defense Representative, North Atlantic Mediterranean Area

DEH
Directorate of Engineering and Housing

demil
demilitarize

DEMOD
deployment model

DENTAC
dental activity

DEP
delayed entry program

dep
depot

DEPACTV
depot activity

DEPEX
Deployment on NIKE/X Study

depn
dependent

DEPREP
deployment reporting system

DEPSECDEF
Deputy Secretary of Defense

DEPSTAR
deployment status of Army units

dept
department

DEPTAR/MAIN
Department of the Army/Main

DEROS
date eligible for return from overseas

DES
data encryption standard

DESC
Defense Electronics Supply Center

DESCOM
United States Army Depot System Command

DESPORT
daily equipment status report

dest
destination; destroy

DET
displaced equipment training

det
detach; detached; detachment

DEVA
development acceptance

DEW
distant early warning

DEWTZ
distant early warning identification zone

DF
defensive fire; direction finding

DF
disposition form

DFARS
Department of Defense Federal Acquisition Regulation Supplement

DFC
Distinguished Flying Cross

DFE
Directorate of Facilities Engineering; division force equivalents

DFH
defense family housing

DFM
Director, Food Management

DFMO
doppler filter mixer-oscillator

DFR
dropped from rolls

DFRIF
Defense Freight Railway Interchange Fleet

DFSC
Defense Fuel Supply Center

DFSR
detailed functional system requirement

DGM
Defense Guidance Memorandum

DGSC
Defense General Supply Center

DGZ
desired ground zero

DH
decision height

DHA
dependent housing area

DHEW
Department of Health, Education, and Welfare

DHS
Director of Health Services

D/I
distinctive insignia

DIA
Defense Intelligence Agency

DIALS
Defense Information Automated Locator System

DIAM
Defense Intelligence Agency Manual

DIC
dependency and indemnity compensation; document identifier code

DICOMSS
Direct Commissary Support System

DID
data item description

DIDS
Defense Integrated Data Systems

DIDS-CD
Decision Information Distribution System-Civil Defense

DIECO
Defense Item Entry Control Office

DIECP
Defense Item Entry Control Program

DIMES
Defense Integrated Management Engineering Systems

DINFOS
Defense Information School

DIO
Director of Industrial Operations

DIP
display information processor

DIPR
Departmental Industrial Plant Reserve

dir
direct; directed; direction; director

DIRFM
director, field maintenance

DIRLAUTH
direct liaison authorized

DIRNSA
Director, National Security Agency

DIROCD
Director, Office of Civil Defense

DIRPA
Director of Personnel and Administration

DIS
Defense Investigative Service

DISC
Defense Industrial Supply Center; delay in separation code

disc
discontinue

DISCO
Defense Industrial Security Clearance Office

DISCOM
division support command

DISP
DOD Industrial Security Program

DISREP
discrepancy in shipment report

dist
district

DISTENGR
district engineer

DISTO
Defense Industrial Security Education and Training Office

distr
distribute; distribution

DISTRA
distribution authority

di
division; divisional

DIVAD
division air defense

DIVENGR
Division Engineer

DJS
Director, Joint Staff

DJSM
Director, Joint Staff Memorandum

DJUOL
daily JUMPS update output listing

DL
data link; deadline; document log

DLA
Defense Logistics Agency

DLAR
Defense Logistics Agency regulation

DLAT
Defense Language Aptitude Test

DLCC
Division Logistics Control Center

DLIEL
Defense Language Institute, English Language Center

DLIFLC
Defense Language Institute, Foreign Language Center

DLOC
Division Logistical Operation Center

DLOGS
Division Logistics system

DLP
Defense Language Program

DLPT
Defense Language Proficiency Test

DLSC
Defense Logistics Services Center

DLST
Division Logistics System Test

DLT
decision logic table

DM
destroyer minelayer; draft manual

DMA
Defense Mapping Agency; Director of Military Assistance

DMAAC
Defense Mapping Agency Aerospace Center

DMAHC
Defense Mapping Agency Hydrographic Center

DMATC
Defense Mapping Agency Topographic Center

DMCC
depot maintenance control center

DMD
digital message device

DME
distance measuring equipment

DMEDA
Director of Medical Activities

DMG
distinguished military graduate

DMIS
Director, Management Information Systems

DMISA
depot maintenance interservice support agreement

dml
demolition

DMMB
Defense Medical Materiel Board

DMMC
division materiel management center

DMO
Directory of Mortuary Operations; directed military overstrength

DMOS
duty military occupational specialty

DMS
Defense Mapping School; defense materials system; data management system

DMSM
Defense Meritorious Service Medal

DMTB
deployment mobilization troop basis

DMWR
depot maintenance work requirements

DMZ
demilitarized zone

DN
Department of the Navy

DNA
Defense Nuclear Agency

DNC
Director, Naval Communications

DNCCC
Defense National Communications Control Center

DOA
dead on arrival

DOB
date of birth

DOCA
date of change of accountability; date of current appointment; Defense Orientation Conference Association

DOCE
date of current enlistment

DOCO
Director of Commissary Operations

DOD
Department of Defense

DODAAC
DOD activity address code

DODAC
Department of Defense Ammunition Code

DODCI
Department of Defense Computer Institute

DODCLIPMI
DOD Consolidated List of Principal Military Items

DODCSC
DOD computer security center

DODD
Department of Defense directive

DODDAC
Department of Defense Damage Assessment Center

DODEP
Department of Defense Emergency Plans

DODFDCO
Department of Defense Foreign Disclosure Coordinating Office

DODHGFO
Department of Defense Household Goods Field Office

DODI
Department of Defense instruction

DODIC
Department of Defense identification code

DODIER
DOD Industrial Equipment Reserve

DODMPAC
Department of Defense, Military Pay and Allowance Committee

DODNACC
Department of Defense National Agency Check Center

DODPM
Department of Defense Military Pay and Allowances Entitlements Manual

DOPRT
date of departure

DODRE
Department of Defense research and engineering

DOE
Department of Energy; date of enlistment

DOI
Department of the Interior; died of injuries

DOJ
Department of Justice

DOMS
Directorate of Military Support

DOPR
Defense Order Priority Rating

DOR
date of rank

DORE
Defense Officer Record Examination

DOS
date of separation; disk operating system

DOT
Department of Transportation; Dictionary of Occupational Titles

DOTI
Director of Operations, Training, and Intelligence

DOV
disbursing officer voucher

DOW
died of wounds

DP
By Direction of the President; delivery point; displaced person

DPA
data processing activity

DPBO
division property book officer

DPC
data processing center; Defense procurement circular

DPCA
Director of Personnel and Community Activities

DPD Data Project Directive	DRZ deep reconnaissance zone
DPE data processing equipment	DS directing staff; direct support; drill sergeant; data system
DPG data processing group; date of permanent grade; Dugway Proving Ground	DSA division support area
DPI data processing installation	DSAC Deputy Supreme Allied Commander
DPICM dual-purpose improved conventional munition	DSAFSM Deputy SAFEGUARD System Manager
DPM Defense Program Memorandum; Draft Presidential Memorandum	DSAR Defense Supply Agency regulation
DPO depot property officer	DSARC Defense Systems Acquisition Review Council
DPS data processing system; Defense planning staff	DSAS direct support aviation section
DPSC Defense Personnel Support Center	DSB double sideband
DPSPT combat consumption support from D-day to P-day	DSC Defense Supply Center; distribution of stockage code; Distinguished Service Cross
DPT Director of Plans and Training	DSEC Director of Security
DPU data processing unit	DSGS(CAR) Deputy Secretary of the General Staff (Coordination and Report)
DPWG Defense Planning Working Group of Defense Ministers	DSI data systems inquiry
DR discrepancy report	DSIATP Defense Sensor Imagery Application Training Programs
DRAAG Design Review and Acceptance Group	DSIDBAD Drill Sergeant Identification Badge
DRC deployment readiness condition; district recruiting command; Disability Review Council	DSM Distinguished Service Medal
DRE district reserve equipment	DSMC Defense Systems Management College
DRF division ready force	DSO Defense Subsistence Office
DRILS Defense Retail Interservice Logistic Support	DSP distribution point
DRL date required to load	DSR document status report
DRO-LA United States Army Element, Defense Research Office, Latin America	DSRE Defense Subsistence Region-Europe
DROS date returned from overseas	DSS Direct Support System; Drill Sergeant School
DRRF division rapid reaction force	DSSA Direct Supply Support Activity
	DSSCS defense special security communications system

DSSM Defense Superior Service Medal	DvrMechBadA Driver and Mechanic Badge, Driver-A (for amphibious vehicles)
DSSP direct supply support point	DvrMechBadM Driver and Mechanic Badge, Driver-M (for motorcycles)
DSTP Director, Strategic Target Planning	DvrMechBadMech Driver and Mechanic Badge, Mechanic (for automotive or allied vehicles)
DSU direct support unit	Dvr MechBadOp Driver and Mechanic Badge, Operator-S (for special mechanical equipment)
DT development testing; development type	DvrMechBadT Driver and Mechanic Badge, Driver-T (for tracked vehicles)
DTA dental therapy assistant	DvrMechBadW Driver and Mechanic Badge, Driver-W (for wheeled vehicles)
DT&E development test and evaluation	DWSA Director of Weapon Systems Analysis
DTC Desert Test Center	DX direct exchange
dtd dated	DXA direct exchange activity
DTG date-time group	DXI direct exchange item
dtl detail	DZ drop zone; dropping zone
DTO district transportation officer	DZSO drop zone safety officer
DTOC division tactical operations center	2-5. "E" listings
DTP detailed test plan	EACP European Area Communications Plan
DTRA Defense Technical Review Agency	EAD entry on active duty; earliest arrival date
DTs data transfer system; Defense Transportation System	EADS Echelons Above Division Study
DTUPC design to unit production cost	EAG ELINT Advisory Group
DTZ division tactical zone	EAMAS emergency action message authentication system
DUC Distinguished Unit Citation	EAME European-African-Middle Eastern Campaign Medal
dupe duplicate	EANCO emergency actions noncommissioned officer
DUSA Deputy Under Secretary of the Army	EAO emergency actions officer
DUSAA Davison United States Army Airfield	EAP Emergency Actions Procedures
DVFR Defense Visual Flight Rule	E&E evasion and escape
dvr driver	EASI expanded additional skill identifier

EASY early acquisition system	EDCEN Education Center
EB enlistment bonus	EDCPF environmental data collection and processing facility
ECAC Electromagnetic Compatibility Analysis Center	EDCSA effective date of change of strength accountability
ECAFE Economic Commission for Asia and the Far East	EDD estimated delivery date
ECB-P Excellence-in-Competition Badge, Pistol	EDM equipment deadlined for maintenance
ECB-R Excellence-in-Competition Badge, Rifle	EDOMP educational development of military personnel
ECC equipment category code	EDP electronic data processing; Emergency Defense Plan (US Canada)
ECCC European Command Coordination Committee	EDPS electronic data processing system; equipment distribution planning studies
ECCM electronic counter-counter measures	EDRE emergency deployment readiness exercise
ech echelon	EDS Equipment Decontamination Station; estimated date of separation
ECIIB Enemy Civilian Internee Information Bureau	EDT engineer design test
ECIIB (Br) Branch Enemy Civilian Internee Information Bureau	educ education
ECL English comprehension level	EE elements of expense; engagement effectiveness
ECM electronic countermeasures	EEA essential elements of analysis; estimated expenditure of ammunition
ECN engineering change notice	EEC European Economic Community
ECOM United States Army Electronics Command	EEEC electromagnetic energy environment criteria
ECP engineering change proposal	EEFI essential elements of friendly information
ECR electronic cash register	EEI essential elements of information
ECRS economic and contingency reserve stock	EEI electrical engineer inspector
ECS equipment concentration sites	EEMIR Enhanced Enlisted Master Tape Record
ED engineering design	EENT eye, ear, nose, and throat
EDAC Equipment Distribution and Condition Report	EEO equal employment opportunity
E-date effective date	EER enlisted evaluation report
EDC electronic digital computer; estimated date of completion	EES enlisted evaluation system

EET
Education Equivalency Test

EFC
equivalent full charge

eff
effect; effective

EFTO
Encrypted for Transmission Only

EI
end item

EIB
Expert Infantryman Badge

EIC
employer identification code

EIDSO
engineer information and data systems office

EIP
economic inventory procedures

EIR
equipment improvement recommendation

EIS
Environment Impact Statement

ELDATRAWP
electronic data transmission working party

ELG
European Liaison Group

ELI
emitter location and identification

ELINT
electronic intelligence

elm
element

ELSEC
electronic security

EM
education manual; enlisted man or men; enlisted member

EMA
emergency movements atomic

EMAS
USEUCOM Emergency Message Authentication System

EMATS
Emergency Message Automatic Transmitting System

emb
embark

EMC
electromagnetic compatibility; engineered military circuit

EMCON
emission control orders

EMCP
electromagnetic compatibility program

emerg
emergency

EMERGCON
emergency condition

EMETF
electromagnetic environment test facility

EMF
electromotive force; enlisted master file

EML
environmental morale leave; equipment maintenance log

EMM
electronic mail message

EMOS
entry military occupational specialty

EMP
electromagnetic pulse

empl
emplacement; employ

EMR
electromagnetic radiation; equipment maintenance record

EMS
emergency medical services

EMSO
European Mobility Service Office

EMT
emergency medical treatment

en
enemy

EN
Corps of Engineers (ofc branch title; organization abbreviation is CE)

ENCA
European Naval Communications Agency

encl
enclosure; enclose; enclosed; enclosing

end
endorse; endorsed; endorsing; endorsement

ENE
east-northeast

enr
engineer

ENGRE
engineer element

enr
en route

ens
ensign

ENSURE
expedited nonstandard urgent requirements for equipment

ENTNAC
Entrance National Agency Check

EO
executive order

EOB
electronic order of battle

EOC
electronics operations center; Emergency Operations Center

EOD
entry on duty; explosive ordnance disposal

EODBAD
Explosive Ordnance Disposal Badge

EODC
explosive ordnance disposal control

EOQ
economic order quantity

EOR
equipment operationally ready; explosive ordnance reconnaissance

EORA
explosive ordnance reconnaissance agent

EOSD
equipment on station date

EOV
economic order van

EP
equipment publication; enlisted personnel

EPD
Enlisted Personnel Directorate, MILPERCEN

EPG
Eniwetok Proving Ground

EPI
expanded position indicator

EPMS
enlisted personnel management system

EPR
equipment performance report

EPW
enemy prisoner of war

EPWIB
Enemy Prisoner of War Information Bureau

EPWIB (Br)
Branch Enemy Prisoner of War Information Bureau

EQDD
equipment density data

equip
equipment

equiv
equivalent

ER
electronic reconnaissance; emergency room

ERA
Extra Regimental Assignment

ERB
enlisted record brief

ERBM
extended range ballistic missile

ERD
equipment readiness date

ERDL
Engineer Research and Development Laboratories

ERL
European Requirements List

ERO
European Research Office

EROP
executive review of overseas programs

ERPSL
essential repair part stockage list

ERR
engineering release record

ERS
emergency relocation site

ERT
Educational Requirements Test

ERZ
extended reconnaissance zone

ES
eligible for separation; electronic surveillance

ESA
expiration of service agreement

ESC
equipment serviceability criteria

ESE
east-southeast

ESI
extremely sensitive information

ESM
electronic warfare support measures

ESN
English-speaking nation

ESRD
equipment shipment ready date

ESSG
Engineer Strategic Studies Group

ESSPO
Electronics Supporting Systems, Project Office

est
estimate; estimated; estimation

estb
establish; established; establishment

E/S TIEP
Engineering/Service Test and Independent Evaluation Program

ET
engineering test

ETA
estimated time of arrival; European Tropospheric-Scatter Army
(Communications System)

ETC
estimated time of completion

ETCO
emergency traffic coordinating officer

ETD
estimated time of departure

ETDP
Emergency Traffic Disposition Plan

ETIC
estimated time in commission

ETM
Extension training materiel

ETO
express transportation order

ETR
estimated time of return

ETS
expiration term of service

ETT
estimated travel time

EUCP
emergency urgent change package

EUDAC
European Distribution and Accounting Agency of the Military Com-
mittee, London

EURAC
European Requirements and Army Capabilities

EUSEC
European Communications Security and Evaluation Agency of the
Military Committee, London

evac
evacuate; evacuated; evacuation

EW
electronic warfare; early warning

EWA
Edgewood Arsenal

EWE
electronic warfare element

EWR
early warning radar

EXAGT
executive agent

EXCC
Exercise Control Center

EXCG
exercise control group

excl
exclude; excluded; excluding; exclusive

EXMOVREP
expedited movement report

EXPFLDMB
Expert Field Medical Badge

EXPQUALBAD
Expert Qualification Badge

EXREDCON
exercise readiness condition

2-6. "F" listings

FA
field artillery

FAA
Federal Aviation Administration

FAAO
field artillery air observer

FAAR
forward area alerting radar

FAAS
forward area alerting system

FAB
field artillery brigade

FAC
forward air controller

FACCONCEN
facilities control center

FACE
facilities and communication evaluation

FACI
first article configuration inspection

FACP
forward air control post

FACR
first article configuration review

FACS
Field Army Communication System

FAD
force/activity designator; Funding Authorization Document

FADAC
field artillery digital automatic computer

FADM
fleet admiral

FAE
fuel air explosive

FAIO
Field Army Issuing Office; field artillery intelligence officer

FALT
field artillery logic tester

FAM
field artillery missile; full Army mobilization war reserves

FAMC
Fitzsimons Army Medical Center

FAMF
floating aircraft maintenance facility

FAMS
Field Army Messenger Service

FAO
finance and accounting office(r); foreign area officer

FAP
Finance and Accounting Policy

FAPO
Field Army Petroleum Office

FAR
Federal Aviation Regulations; forward acquisition radar; Federal Acquisition Regulation

FARC
Federal Archives and Records Center

FARP
forward area ream/refuel point

FARS
Field Army Replacement System

FAS
field alert status; force accounting system; Foreign Agricultural Service

FASA
Field Army Service Area

FASCAM
family of scatterable mines

FASCO
Forward Area Support Coordination Officer

FASO
forward airfield supply organization

FAST
Freight Automated System for Traffic Management

FATAB
field artillery target acquisition battalion

FATAG
field artillery target acquisition group

FATOC
Field Army Tactical Operation Center

FAW
forward area weapons

fax
facsimile

FB
firing battery

FBHDL
force beachhead line

FBI
Federal Bureau of Investigation

FBIS
Foreign Broadcast Information Service

FBM
fleet ballistic missile

FBR
fireball radius

FBRL
final bomb release line

FC
Finance Corps; Fire Control; functional chief (of a civilian career program); fund code

FCC
Federal Communications Commission; Flight Communications Center; Flight Coordination Center

FCCB
Field Configuration Control Board

FCDA
Federal Civil Defense Administration

FCDIVBAD
First Class Diver Badge

FCG
foreign clearance guide (military)

FCGS
freight classification guide system

FCIP
field cable installation platoon

FCJ
foreign criminal jurisdiction

FCL
fire coordination line

FCLP
field carrier landing practice

FCPC
Federal Committee on Pest Control

FCRC
Federal Contract Research Center

FCRU
facilities control relay unit

FCS
fire control system

FCSC
Foreign Claims Settlement Commission

FCU
field communication unit

FDC
fire direction center

FDL
Fast Deployment Logistic (Ship)

FDM
frequency division multiplex

FDO
fire direction officer

FDP
foreign duty pay; funded delivery period

FDRF
financial data records folder

FDS
finance disbursing section

FD/SC
failure definitions/scoring criteria

FDTE
force development testing and experimentation

FE
Far East; field expedient

FEBA
forward edge of the battle area

FEGLI
Federal Employees Group Life Insurance

FEHBP
Federal Employees Health Benefits Program

FEI
facilities engineering items

FEMA
Federal Emergency Management Agency

FEPA
Fair Employment Practices Act

FFA
French Forces in Germany (Forces Francaises en Allemagne); free
fire area; Frankfort Arsenal

FFAC
forward forward air controller

FFT
for further transfer

FFZ
free fire zone

FG
fiscal guidance

FGM
fiscal guidance memorandum

FHAI
Federal Housing Authority Insurance

FHD
Family Housing Division

FHMA
family housing management account

FHSG
family housing

FHWA
Federal Highway Administration

FI
fighter interceptor; foreign intelligence

FIA
financial inventory accounting

FIB
flight information bulletin

FIC
flight information center

FICA
Federal Insurance Contributions Act

FID
Foreign Internal Defense

fig
figure

FII
Federal item identification

FIIGS
Federal Item Identification Guide System

FIIGSC
Federal Item Identification Guides for Supply Cataloging

FIIN
Federal item identification number

FIR
financial inventory reports; flight information region

ILT
first lieutenant

1SG
first sergeant

FIS
flight information service

FIST
fault isolation by semi-automated techniques; fire support team

FISTV
fire support team vehicle

FIU
forward interpretation unit

FLA
flight article

FLAM
fault location and monitoring

FLAR
fault location and repair

fld
field

FLDCOMDNA
Field Command, Defense Nuclear Agency

FLDMS
field maintenance shop

FLEX
Flexowriter equipment

FLIC
fault location indicating console

FLIP
flight information publication

FLO
foreign liaison office

FLOT
forward line of own troops

FLP
fault location panel

FLS
fault locator system

FLSA
Fair Labor Standards Act

flt
flight

fltg
floating

FLTSURBAD
Flight Surgeon Badge

FLV
foreign leave

FM
field manual; field marshal; frequency modulated

FMC
field medical card

FMO
forms management officer

FMP
financial management plan

FMPEC
Financial Management Plan for Emergency Conditions

FMPP
Federal Merit Promotion Program

FMR
financial management report; frequency modulated radar

FMS
foreign military sales

FMSC
Federal Manual for Supply Cataloging

FMSO
foreign military sales order

FMSP
foreign military sales program

FMT
Force Modernization Training

FMTS
field maintenance test station

FO
field order; finance officer; forward observer

FOA
field operating agency

FOBS
fractional orbital bombardment system

FOC
final operational capability; flight operations center

FOD
field officer of the day; foreign object damage

FofF
field of fire

FOIA
Freedom of Information Act

fol
follow; followed; following

FOMCAT
foreign materiel catalog

FOREWAS
Force and Weapon Analysis System

FORSCOM
United States Army Forces Command

FORSTAT
forces status report

FORTL
force requirement troop list reporting system

FORTTRAN
Formula Translation (a scientific programming language for computers)

FOSDIC
film optical sensing device for input to computers

FOUO
For Official Use Only

FPA
force planning analysis; funding program advice

FPC
Federal Power Commission

FPCA
Federal Post Card Application

FPF
final protection fires

FPG
force planning guide

FPJMC
Four Power Joint Military Commission

FPM
Federal Personnel Manual

FPMR
Federal Property Management Regulation

FPO
Fleet Post Office

FPP
firepower potential

FPU
first production unit

FRA
Federal Railroad Administration

FRAGO
fragmentary order

FRAT
free radical assay technique

FRC
Federal Records Center GSA

FRD
FORMERLY RESTRICTED DATA

FRE
Field Representative Europe

freq
frequency; frequent

FRFE
Field Representative Far East

FRFOURRA
French Fourragere

FRN
force requirement number

FRNA
foreign rations not available

FROG
free rocket over ground

FS
feasibility study; flight surgeon

FSA
family separation allowance; fire support area; foreign service availability

FSAO
family services and assistance officer

FSB
Final Staging Base; fire support base

FSC
Federal supply classification; foreign service credits; fire support coordination

FSCL
fire support coordination line

FSCM
Federal Supply Code for Manufacturers

FSCOORD
fire support coordinator

FSCP
Firing Site Command Post

FSD
fuel supply depot

FSE
fire support element

FSED
full-scale engineering development

FSN
Federal stock number; fiscal station number; French-speaking nation

FSO
fire support officer; fuel supply office

FSP
facility security profile

FSR
foreign separate rations; frequency scan radar

FSS
Federal supply schedule

FSSD
foreign service selection date

FSSE
forward service support element

FST
foreign service tour

FSTC
United States Army Foreign Science and Technology Center

Ft
Fort

FT
firing tables; full-tracked

FTC
fast time constant

FTD
freight traffic division

FTI
fixed target information

FTIG
Fort Indiantown Gap

FTRAC
full-tracked vehicle

FTS
field training services; Federal Telecommunications System

FTTD
full-time training duty

FTU
first training unit

FTX
field training exercise

FU
fire unit

FUA
fire unit analyzer

FUIF
fire unit integration facility

FUM
functional user's manual

FUPOSAT
followup on supply action taken

FVS
fighting vehicle system

FW
fixed wing

FWAD
Fort Wingate Army Depot

FWCL
field wire command link

fwd
forward; forwarded

FWDBL
forward bomb line

FWMAF
Free World Military Assistance Forces

FWP
Federal Women's Program

FWPC
Federal Woman's Program Coordinator

FWPCA
Federal Water Pollution Control Administration

FY
fiscal year

FYDP
Five-Year Defense Program

FYI
for your information

FYIC
for your information and guidance

FYMP
Five-Year Materiel Program

FYPB
Five-Year Planning Base

FYPP
Five-Year Procurement Program

FYTP
Five-Year Test Program

2-7. "G" listings

G1
Assistant Chief of Staff, G1 (Personnel)

G2
Assistant Chief of Staff, G2 (Intelligence)

G3
Assistant Chief of Staff, G3 (Operations and Plans)

G4
Assistant Chief of Staff, G4 (Logistics)

G5
Assistant Chief of Staff, G5 (Civil Affairs)

GA
General of the Army; graphics and administration

GAA
General Agency Agreement

GAAP
Gateway Army ammunition plant

gal
gallon

GAO
General Accounting Office

GARL
group action request lists

gas
gasoline

GASS
Guidance Accuracy Study for Sprint

GATT
General Agreement on Tariffs and Trade

GBL
Government bill of lading

GC
General Counsel; Geneva Convention Relative to the Protection of
Civilian Persons in Time of War, 12 August 1949; Government
contribution

GCA
ground-controlled approach

GCAD
Granite City Army Depot

GCG
guidance control group

GCI
ground controlled interception (station)

GCM
general court-martial

GCMO
general court-martial order

GCR
ground-controlled radar

GCT
General Classification Test; Greenwich Civil Time

GD
general discharge

gd
guard

GEBA
Government excess baggage authorization

GED
general education development

GEDP
General Education Development Program

GEDT
General Educational Development Test

GEMSS
ground emplaced mine scattering system

GEN
general

GENREP
general reports

GENSURG
general surgery

geo
geographic

geol
geological

GEOLOC
geographical location

GETA
Government Employees Training Act

GF
gap filler

GFA
gun fire area

GFAC
ground forward air controller

GFD
general functional description

GFDC
group fire distribution center

GFE
Government furnished equipment

GFI
Government free issue

GFM
Government furnished material

GFP
Government furnished property

GFR
gap filler radar

GFSR
general functional system requirement

GHE
ground handling equipment

GHQ
general headquarters

GHSG
guest housing

GHz
gigahertz

GI
General Inspection

GIER
general industrial equipment reserve

GIM
gaining inventory manager

GIT
General Information Test

GL
general ledger; grenade launcher

GLC
gas liquid chromatography

GLIDER Glider Badge	GOP general outpost; ground observer post
GLLD ground laser location designator	GOPL general outpost line
GLM Gold Life Saving Medal	GOR general operational requirements
GLO ground liaison officer	Govt Government
GM general maintenance aptitude area; general merit	GP general purpose
GM guided missile	gp group
GMA guided missile ammunition	GPA guidance platform assembly
GMAS Ground Munitions Analysis Study	GPAS general performance appraisal system
GMRS General Mobilization Reserve Stock	GPDC general-purpose digital computer
GMS general military science	GPF gas proof
GMST General Military Subjects Test	GPLD Government property lost or damaged
GMT Greenwich Mean Time	GPO Government Printing Office
GNPC Global Navigation and Planning Chart	GPV general purpose vehicle
gnr gunner	GPW Geneva Convention Relative to the Treatment of Prisoners of War, 12 August 1949
GNNRY gunnery	GPW 1929 Geneva Convention Relative to the Treatment of Prisoners of War, 27 July 1929
GO general orders; general officers	GR gunnery range; gross requirement
GOA general operating agency	grad graduate
GOB ground order of battle	GRC Government of the Republic of China
GOC gunnery officer's console	grendr grenadier
GOCO Government-owned, contractor-operated	GRFO gun range finder operator
GOCOM United States Army Reserve General Officer Command	GROUPS Group Movement System
GOGO Government-owned, Government-operated	GRREG graves registration
GOI Government of Indonesia	GRS Graves Registration Service; general records schedules
GOMA general officer money allowance	

GS
general service; general staff; general support

GS
General Schedule

GSA
General Services Administration

GSC
General Staff Council

GSD
general system description

GSDFJ
Ground Self Defense Force Japan

GSE
ground support equipment

GSF
General Support Forces

GSG
general support group

G/SIDBAD
General Staff Identification Badge

GSLB
Gold Star Lapel Button

GSOR
general staff operational requirements

GSR
general support reinforcing; ground surveillance radar

GSRS
general support rocket system

GSS
general service schools

GST
geographical specialist team; ground sensor terminal

GSU
general support unit

GSWT
general staff with troops

GTA
graphic training aid

GTGS
gas turbine generator set

GV
grid variation

GWO
general watch officer

GWOA
guerrilla warfare operational area

GWR
general war reserves

GWS
Geneva Convention for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field, 12 August 1949

GWS 1929
Geneve Convention for the Amelioration of the Condition of the Wounded and Sick of Armies in the Field, 2 July 1929

GWS Sea
Geneva Convention for the Amelioration of the Condition of the Wounded, Sick, and Shipwrecked Members of the Armed Forces at Sea, 12 August 1949

GWT
gross weight

GZ
ground zero

2-8. "H" listings

HAAP
Homebase/Advanced Assignment Program

HAC
House Appropriations Committee

HALP
HAWK Equipment Logistics Program

HAMD
helicopter ambulance medical detachment

HAP
Home Owners Assistance Program

HASC
House Armed Services Committee

HAW
heavy antitank/assault weapon

HC
hydrogen chloride

HCA
head of contracting activity

HCOR
Honorary Colonel of the Regiment

HD
harbor defense; honorable discharge

HDC
harbor defense command; helicopter direction center

HDY
heavy duty

HE
high explosive

HEAP
high-explosive armor piercing

HEAT
high-explosive anti-tank

HEAT-T
high-explosive anti-tank-tracer

HECP
harbor entrance control post

HECVES
harbor entrance control vessel

HEDP
high-explosive dual-purpose

HEFU
High-Energy Firing Unit

HEI
high-explosive incendiary

hel
helicopter

HELITEAM
helicopter team

HEP
high-explosive plastic

HEP-T
high-explosive plastic tracer

HERC
Nike Hercules

HESH
high-explosive squash head

HET
heavy-equipment transporter

HE-T
high-explosive tracer

HEV
health and environment

HF
harrassing fire: high frequency

HFE
human factors engineering

HFP
special pay for duty subject to hostile fire

HHB
headquarters and headquarters battery

HHC
headquarters and headquarters company

HHCL
“H” hour coordinating line

HHD
headquarters and headquarters detachment

HHG
household goods

HHR
hand-held radar

HHT
headquarters and headquarters troop

HIA
hold in abeyance

HIMAD
high-to-medium-altitude air defense

HIPAR
high-power acquisition radar

HIPIR
high-power illuminator radar

HISA
Headquarters and Installation Support Activity

HISLAN
high-precision short-range navigation

HJ
HONEST JOHN

HLG
Hawk Logistics Group

HLH
heavy lift helicopter

HLMR
Hunter-Leggitt Military Reservation

HMG
heavy machine-gun

HN
host nation

HNS
host nation support

HOA
heavy observation aircraft

HOB
height (depth) of burst

HOR
home of record

hosp
hospital

HOSS
Homing Optical System Study

how
howitzer

HP
holiday pay

HPA
head of a procuring activity

HPD
high-performance drone

HPSP
Health Professions Scholarship Program

HPTS
high-performance third stage (SPARTAN)

HPU
hydraulic pumping unit

HQ
headquarters

HQCS
Heraldic Quality Control System

hr
hour

HR
hand receipt

HRF
height ranger finder

HRO
Housing Referral Office

HRP
highway regulating point; holding and reconsignment point

HRS
Housing Referral Service

HS
high school; high speed

HSA
health service area

HSAAP
Holston Army Ammunition Plant

HSC
United States Army Health Services Command

HSCP
high-speed card punch

HSCR
high-speed card reader

HSGM
Honorary Sergeant Major of the Regiment

HSL
health service laboratory

HSM
Humanitarian Service Medal

HSP
high-speed printer

HSR
health service region; high-speed reader

HTO
hospital transfer order

HTP
hardness test plan

HUMINT
human intelligence (the intelligence collection function that uses human beings as both sources and collectors)

HUMRRO
Human Resources Research Organization

HV
high-velocity; hyper-velocity; high-voltage

HVAP
high-velocity armor-piercing

HVAPDS
high-velocity, armor piercing, discarding sabot

HVAP-T
hyper-velocity armor-piercing tracer

HVAR
high-velocity aircraft rocket

HVAT
high-velocity antitank

HVDP
heavy drop

HVTP-T
hyper-velocity target practice tracer

HWAAP
Hawthorne Army Ammunition Plant

HYAPP
Hays Army Ammunition Plant

Hz
hertz

2-9. "I" listings

IA
incentive award

IAAP
Iowa Army Ammunition Plant

IACC
Inter-Agency Air Cartographic Committee

IADB
Inter-American Defense Board

IADB-MED
Inter-American Defense Board Medal

IADC
Inter-American Defense College

IADT
initial active duty for training

IAEA
International Atomic Energy Agency

IAECOSOC
Inter-American Economic and Social Council

IAF
Office of Information for the Armed Forces

IAFF
international air freight forwarder

IAGC instantaneous automatic gain control	ICCP Intelligence Civilian Career Program
IAGS Inter-American Geodetic Survey	ICCS International Commission for Control and Supervision
IAL International Algebraic Language	ICD imitative communication deception
I&M improvement and modernization	ICEM Intergovernmental Committee for European Migration
I&S interchangeability and substitutability	ICF installation confinement facility
I&T installation and test	ICIS Interdepartmental Committee on Internal Security
IANF Inter-Allied Nuclear Force	ICM improved capabilities missile
IAO information activities officer(r)	ICP integrated circuit package; inventory control point
IATA is amended to add	ICPE Inventory Control Point Europe
IATD is amended to delete	ICS Information Control System; Interagency Communications System
IATR is amended to read	ICTOC independent corps tactical operations center
IAW in accordance with	ICTP Intensified Combat Training Program
IAZ inner artillery zone	ICTT intensified confirmatory troop test
IBCS Integrated Battlefield Control System	ICUT initial COHORT unit training
IBHD initial beachhead	ICWAR improved continuous-wave acquisition
IBP international balance of payments	IDA Institute for Defense Analysis; initial denial authority
IBRL initial bomb release line	IDAD Internal Defense and Development
IC in charge of; internal combustion; internment camp	IDCSP Initial Defense Communications Satellite Program
ICAF Industrial College of the Armed Forces	IDE interim data element
ICAO International Civil Aviation Organization	ident identify; identification; identified
ICBM intercontinental ballistic missile	IDEP Interservice Data Exchange Program
ICC Interstate Commerce Commission; inventory control center	IDF Israeli Defense Forces
ICCB Intermediate Configuration Control Board (Western Electric, Greensboro, NC)	IDHS Intelligence Data Handling Systems
	IDP individual development plan; initial delay position; integrated data processing

IDPC
integrated data processing center

IDS
infrared discrimination systems

IDSM
intermediate direct support maintenance

IDT
inactive duty training

IDTOC
independent division tactical operations center

IEP
independent evaluation plan

IEPC
Interagency Emergency Planning Commission

IER
independent evaluation report; industrial equipment reserve

IET
initial entry training

IFC
integrated fire control (radar) International Finance Corporation

IFD
initial fill date

IFF
identification, friend or foe (radar)

IFMIS
Integrated Facilities Management Information System

IFMS
Integrated Financial Management System

IFR
instrument flight rules

IFRB
International Frequency Registration Board

IFS
integrated facilities system

IFTAD
initial and final terminal arrival date

IFV
infantry fighting vehicle

IG
inspector general

IGIA
Interagency Group for International Aviation

IHA
interim housing allowance

IIMS
Intensive Item Management System

IIR
Intelligence Information Report

IIRD
international interdependent research and development

IJBS
integrated joint broadband system

IJCS
integrated joint communication system

IL
international logistics

ILFO
International Logistics Field Office

ILS
instrument landing system; integrated logistics support

ILSP
integrated logistic support plan

IMCC
item management control code

IMETP
International Military Education and Training Program

IMF
International Monetary Fund

IMI
improved manned interceptor

IMO
installation maintenance officer

IMPACT
improved management procurement and contracting technique

IMR
individual medical record

IMSO
Initial Materiel Support Office

IMTP
Industrial Mobilization Training Program

IMUA
Interservice Material Utilization Agency

IN
infantry

INAAP
Indiana Army Ammunition Plant

INDELSEC
industrial electronic security

indep
independent

indiv
individual

infl
inflammable

INFO
for the information of

info
inform; informed; information

ING
inactive National Guard

INH
Improved Nike Hercules

INREPL
incoming replacement

INS
Immigration and Naturalization Service; inertial navigation system

INSCOM
United States Army Intelligence and Security Command

INSEC
internal security

insgcy
insurgency

instl
install; installation

int
interest; interned

INTACS
Integrated Tactical Communications System

intercomm
intercommunication

intgr
integrate

INTMED
internal medicine

INTREP
intelligence report

INTSUM
intelligence summary

IO
inventory objective; input and/or output (I/O)

IOB
installation operating budget

IOC
initial operational capability

IOCD
initial operational capability date

IOP
installation operating program

IOTA
Inbound/Outbound Traffic Analysis

IP
incentive pay; initial point; instructor pilot

IPAR
improved pulse acquisition radar

IPB
installation property book

IPCE
independent parametric cost estimate

IPE
industrial plant equipment

IPF
initial production facilities

IPG
International Planning Group (Belgium, Germany, Netherlands)

IPL
initial program load

IPM
industrial preparedness measures

IPR
individual pay record; in process review; intelligence production requirement

IPS
inches per second

IPT
initial production test

IPW
prisoner of war interrogation

ir
infrared

IR
instrument reading; internal review; interval rate

IRASI
internal review and systems improvement

IRB
individual records brief

IRBM
intermediate-range ballistic missile

IRC
inspection record cards; International Red Cross; item responsibility code

IRCAS
information requirements control automated system

IRDL
information retrieval and display language

IRE
immediate ready element

IRF
immediate reaction force

IRFNA
inhibited red fuming nitric acid

IRG
interdepartmental regional group

IRO
Industrial Relations Office; United Nations International Refugee Organizations

IRPP
Industrial Readiness Planning Program

IRQR
Information requirement

IRR
Individual Ready Reserve; intelligence radar reporting

IRRS
Individual Ready Reserve System

IRUS
Infantry Rifle Unit Study

ISA
International Security Affairs; interservice support agreement

ISARC
installation shipping and receiving capability

ISC
intelligence subject code

ISCOMADEIRA
Island Commander, Madeira

ISCOMBERMUDA
Island Commander, Bermuda

ISCOMFAEROES
Island Commander, Faeroes

ISCOMGREENLAND
Island Commander, Greenland

ISCOMICELAND
Island Commander, Iceland

ISD
installation supply division

ISE
intercept system environment

ISI
initial support increments

ISIR
in service in reserve

ISL
item study listings

ISN
internment serial number

ISO
Information Systems Office

ISPR
Infantry Systems Program Review

ISS
Integrated Sealift Study; interservice supply support

iss
issue

ISSC
Interservice Supply Support Coordinator

ISSMIS
Integrated Support Services Management Information System

ISSP
Interservice Supply Support Program

ISSRO
Interservice Supply Support Records Office

ISSS
installation service supply support

IST
initial service test

ITAC
intelligence threat analysis center

ITEP
Integrated Test/Evaluation Program

ITMIS
Integrated Transportation Management Information System

ITO
invitational travel orders; installation transportation office(r)

ITS
intersectional transportation service

ITSA
Institute for Telecommunications Sciences and Aeronomy

ITT
inter theater transfer

ITTAC
International Telegraph and Telephonic Advisory Committee

ITU
International Telecommunications Union

IWCS
integrated wideband communications system

IWT
inland waterway transport

IWW
inland waterway

2-10. "J" listings

J1
Personnel Directorate

J3
Operations Directorate

J4
Logistics Directorate

J5
Plans and Policy Directorate

J6
Communications–Electronics Directorate

JA
judge advocate

JAAP
Joliet Army Ammunition Plant

JAAT
joint air attack team

JACC/CP
Joint Airborne Communications Center/Command Post

JACO
Joint Actions Control Office

JADB
Joint Air Defense Board

JADOC
Joint Air Defense Operation Center

JADREP
Joint Resource Assessment Data Base Report

JAGC
Judge Advocate General's Corps

JAIEG
Joint Atomic Information Exchange Group

JAMAC
Joint Aeronautical Materials Agency

JAMB
Joint Air Movements Board

JAMPO
Joint Allied Military Petroleum Office (NATO)

JAMTO
Joint Airlines Military Traffic Office

JAN
Joint Army–Navy

JANAF
Joint Army–Navy–Air Force

JANAP
Joint Army–Navy–Air Force publication

JANAST
Joint Army–Navy–Air Force Sea Transportation Message

JAOC
Joint Air Operations Center

JAPO
Joint Area Petroleum Office

JATCC
Joint Air Traffic Control Center

JATO
jet assisted takeoff

JATP
Joint Air Transportation Plan

JATS
Joint Air Transportation Service

JAWPS
Joint Atomic Weapons Publications System

JBDAAFES
Joint Board of Directors, Army–Air Force Exchange Service

JBMTTO
Joint Bus Military Traffic Office

JBUSDC
Joint Brazil–United States Defense Commission

JBUSMC
Joint Brazil–United States Military Commission

JCADIS
Joint Continental Aerospace Defense Integration Staff

JCAE
Joint Committee on Atomic Energy

JCCRG
Joint Command and Control Requirements Group

JCDSIPS
Joint Continental Defense Systems Integration Planning Staff

JCI
Joint Communications Instruction

JCL
job control language

JCOC
Joint civilian orientation conference

JCP
Joint Committee on Printing

JCPX
Joint Command Post Exercise

JCS
Joint Chiefs of Staff

JCSAN
Joint Chiefs of Staff Alerting Network (Communications Network)

JCSE
Joint Communications Support Element

JCSIDBAD
Joint Chiefs of Staff Identification Badge

JD
Julian date

JEEP
Joint Emergency Evacuation Plan

JEOCN
Joint European Operational Communications Network

JFTX
joint field training exercise

JFUB
Joint Facilities Utilization Board

JGSDF
Japanese Ground Self-Defense Forces

JIC
Joint Intelligence Center

JICA
Joint Intelligence Collecting Agency

JICS
Joint Intelligence Coordination Staff, CIA

JIEP
Joint Intelligence Estimate for Planning

JIFDATS
Joint Services Inflight Data Transmission System

JILO
Joint Information Liaison Office

JIO
Joint Information Office

JLRB
Joint Logistics Review Board

JLRSE
Joint Long Range Strategic Estimate

JLRSS
Joint Long Range Strategic Study

JMCOL
JUMPS monthly compute output listing

JMEM
Joint Munitions Effectiveness Manual

JMPAB
Joint Materiel Priorities and Allocation Board

JMPTC
Joint Military Packaging Training Center

JMRO
Joint Medical Regulating Office

JMTB
Joint Military Transportation Board

JMTG
Joint Military Terminology Group

JMUA
Joint Meritorious Unit Award

JMUSDC
Joint Mexican-United States Defense Commission

JN
jet navigation

JNACC
Joint Nuclear Accident Coordinating Center

JOD
joint occupancy date

JOEG
Joint Operations Evaluation Group

JOPREP
Joint Operational Reporting System

JOPS
Joint Operations Planning System

JOSPRO
Joint Overseas Shipping Procedure

JOSS
Joint Overseas Switching System

JOTC
Jungle Operations Training Center

JOVIAL
Jules Own Version of the International Algorithmic Language

JP
jet pilot

JPA
Japan Procurement Agency

JPAM
Joint Program Assessment Memorandum

JPB
Joint Procurement Board

JPG
Jefferson Proving Ground

JPMR
Joint Projected Manpower Requirements

JPO
Joint Petroleum Office

JPPSOWA
Joint Personal Property Shipping Office, Washington, DC

JRB
Joint Reconnaissance Board

JRC
Joint Reconnaissance Center

JRDOD
Joint Research and Development Objectives Document

JRMTO
Joint Rail Military Traffic Office

JROTC
Junior Reserve Officers' Training Corps

JRS
joint reporting structure

JSAM
Joint Service Achievement Medal

JSARC
Joint Search and Rescue Center

JSCM
Joint Service Commendation Medal

JSCO
Joint Staff Communications Office

JSCP
Joint Strategic Capabilities Plan

JSEP
Job Skills Education Program

JSMB
Joint Sealift Movements Board

JSO
Joint Service Office

JSPD
Joint Strategic Planning Document

JSPDSA
Joint Strategic Planning Document Supporting Analysis

JSSC
Joint Strategic Survey Committee

JSTPS
Joint Strategic Target Planning Staff

JTA
joint table of allowances

JTB
Joint Transportation Board

JTCCG
Joint Technical Configuration Control Group

JTD
joint table(s) of distribution

JTF
joint task force

JTFREP
joint task force reports

JTG
joint task group

JTR
Joint Travel Regulations

JTX
joint training exercise

JUMPS
Joint Uniform Military Pay System

JUSMAG
Joint United States Military Advisory Group

JUSMAGG
Joint United States Military Aid Group to Greece

JUSMAP
Joint United States Military Advisory and Planning Group

JUSMG
Joint United States Military Group

JUSMMAT
Joint United States Military Mission for Aid to Turkey

JUWAT
Joint Unconventional Warfare Assessment Team

JUWTF
Joint Unconventional Warfare Task Force

JWBC
Joint Whole Blood Center

JWF
job work folder

JWGA
Joint War Games Agency

JWTC
Jungle Warfare Training Center

JXCG
Joint Exercise Control Group

2-11. "K" listings

KAAP
Kansas Army Ammunition Plant

KATUSA
Korean Augmentation to United States Army

KFL
Key Facilities List

kHz
kilohertz

KIA
killed in action

KIP
key intelligence position

km
kilometer(s)

KMAG
United States Army Advisory Group, Korea

KMPH
kilometers per hour

KMR
Kwajalein Missile Range

KSC
Korean Service Corps

KSM
Korean Service Medal

KWAJ
Kwajalein Atoll

2-12. "L" listings

LA
Letter of activation; low altitude

LAA
limited access authorization

LAAP
Louisiana Army Ammunition Plant

LAAW
Legal Automated Army-Wide

LAB laboratory	LB litter bearer; landing beach
LABS low-altitude bomb aiming systems	LBAD Lexington-Blue Grass Army Depot
LAC local agency check	LCA launcher control area (missile); Logistic Control Activity
LACE local automatic circuit exchange	LCAAP Lake City Army Ammunition Plant
LAD liquid agent detector; latest arrival date	LCC landing craft, control; logistic control code
LADA light air defense artillery	LCCB local configuration control board
LAIR Letterman Army Institute of Research (San Francisco, CA)	LCCE life cycle cost estimate
LAIT Logistics Assistance and Instruction Team	LCDR lieutenant commander
LAMC Letterman Army Medical Center	LCI launcher control indicator
LAMCS Latin American Military Communications System	LCL less than carload
LANCRAB landing craft and bases	LCM landing craft, mechanized; life cycle management
LANDSOUTH Allied Land Forces, Southern Europe	LCMM life-cycle management model
LANDSOUTHEAST Allied Land Forces, Southeastern Europe	LCO launching control officer
LANTCOM United States Atlantic Command	LCOP Logistics Control Office, Pacific
LAO Logistic Assistance Office	LCSS land combat support system
LAOCIF Logistic Assistance Office Command Interest Flasher	LCVP landing craft, vehicle, personnel
LAR local acquisition radar	LD line of departure; line of duty
LARC lighter amphibious resupply cargo	LDC local defense center; logistics data center
LASER light amplification by stimulated emission of radiation	LD is FFD line of departure is friendly forward disposition
LASH lighter aboard ship	LD is PPos line of departure is present positions
LASL Los Alamos Scientific Laboratory	LDL lower deviation level
LAT latitude	LDMX local digital message exchange
LAW light antitank weapon	LDP local data processor
lb pound(s)	ldr leader

LDSRA
United States Army Logistics Doctrine Systems and Readiness
Agency

LE
low explosive

LEAD
Letterkenny Army Depot

LEG
logistical expediting group

LEM
lunar excursion module

LERTCON
alert condition

LES
leave and earnings statement

LF
low frequency

LFCS
land forces classification system

LFNGFT
landing force naval gunfire team

lgth
length

LGTHCOLM
length of column

LHA
local hour angle

LHAAP
Longhorn Army Ammunition Plant

LI
line item

LIBMISH
United States Military Mission, Liberia

LICROSS (Cablese)
League of International Red Cross Societies

LID
light infantry division

LIDB
logistics intelligence data base

LIF
logistics intelligence file/layaway of industrial facilities

LIM
losing inventory manager

LIMDIS
limited distribution

LIN
line item number

LJ
LITTLE JOHN

LLEIS
lower level end item sub-division

LM
Legion of Merit

LMI
Logistics Management Institute

LMMF
Local maintenance and management of facilities

LN
local national(s)

LNDH
local nationals, direct hire

LO
letter orders; local oscillator; lubrication order

LO
liaison officer

LOA
light observation aircraft

LOC
lines of communication (logistic routes)

loc
locality; locate; located; locating; location

LOCPORT
lines of communications ports

LOFAAD
low-altitude forward area air defense

log
logistics; logistical

LOGC
logistics center

LOGCAP
logistical civil augmentation program

LOGDESMAP
DOD Logistics Data Element Standardization and Management
Program

LOGDESMO
DOD Logistics Data Element Standardization and Management
Office

LOGEX
logistical exercise

LOGMAP
The Army Logistics System Master Plan

LOGMIS
Logistics Management Information System

LOGOIS
Logistics Operation Information System

LOGPLAN
DOD Logistics Systems Plan

LOGR
logistical ratio

LOGS
logistics supportability

LOGSACS
Logistics Structure and Composition System

LOH
light observation helicopter

LOI
letter of instruction; list of items

LOMAD
low-to-medium-altitude air defense

long
longitude

LOP
Logistics Officer Program

LOPAIR
long path infrared

LOPAR
lower power acquisition radar

LOPS
length of patient stay

LORAD
long-range air defense

loran
long-range navigation

LOS
logistic operation-streamline

LOTADS
long-term worldwide air defense study

LOTS
logistics over the shore operations

LP
limited production

LPD
low-performance drone

LPE
launch preparation equipment

LPEC
launch preparation equipment compartment

LPES
launch preparation equipment set

LPH
landing platform helicopter

LPM
lines per minute

LPMES
Logistics Performance Measurement and Evaluation System

LPR
leadership potential rating; local payment receipt

lps
loops

LP-T
limited production-test

LP-U
limited production-urgent

LR
leave rations; long range; letter requirement

LRA
long-range aviation

LRADP
long-range active duty program

LRL
Lawrence Radiation Laboratory Thomas

LRNOD
long-range night observation device

LRO
logistics readiness officer

LRP
long-range patrol

LRR
long-range radar

LRRP
long-range reconnaissance patrol

LRSS
long-range survey system

LRTGT
last-resort target

LRU
less-than-release unit

LS
labor service; launch station; lead sheet

LSA
Labor Service Agency

LSAAP
Lone Star Army Ammunition Plant

LSCP
low-speed card punch

LSD
landing ship, dock

LSE
landing signal enlisted

LSFA
logistic system feasibility analysis

LSFN
list of selected file numbers

LSO
landing signal officer

LSOC
logistical support operations center

LSP
logistical support plan

LSPC
logistic system policy committee

LSPTP
low speed paper tape punch

LSS
limited storage site; Logistic Support System

LSSF
Land Special Security Force; limited service storage facility

LSSG
Logistics Studies Steering Group

LST
landing ship, tank

LSU
labor service unit

LT
landing team, long tour

Lt
lieutenant

LTB
line term buffer

LTBT
limited test ban treaty

LTC
lieutenant colonel

LTD
laser target designator

LTG
lieutenant general

LTJG
lieutenant junior grade

ltr
letter

LUPS
logistics unit productivity study

LUF
lowest usable frequency

lv
leave

LVD
low-velocity drop

LVTP
landing vehicle, track, personnel

LWOP
leave without pay

LWR
local wage rate

LZ
landing zone

2-13. "M" listings

MA
machine accountant; marshaling area; monitoring agency

MAA
maximum authorized altitude; mission area analysis

MAAG
Military Assistance Advisory Group

MAAP
Milan Army Ammunition Plant

MAB
missile assembly building; mobile floating assault bridge-ferry (US)

MAC
maintenance allocation chart; Military Airlift Command; Maneuver Area Command

MACA
Military Airlift Clearance Authority

MACADS
MAC Automated Deployment Reporting System

MACE
Military Air Cargo Export System

MACG
marshalling area control group

MACI
military adaptation of commercial items

MACO
Marshalling Area Control Officer

MACOM
major Army command

MACRIT
Manpower Requirements Criteria

MACS
Marine air control squadron

MADAEAC
Military Application Division of the Atomic Energy Commission

MADM
medium atomic demolition munition

MAERU
mobile ammunition evaluation and reconditioning unit

MAF
Marine Amphibious Forces

MAFC
major Army field command

MAG
Military Advisory Group

MAHC
maximum allowable housing cost

MAI
Military Assistance Institute

MAIN
military authorization identification number

maint
maintain; maintained; maintenance

MAIT
maintenance assistance and instruction team

MAJ
major

MAL
materiel allowance list

MAM
military air movement number

MAMC
Madigan Army Medical Center

M&G
mapping and geodesy

M&I
modernization and improvement

MANIX
machine aids to Nike-X

MANPAD
man-portable air defense

MAO
mailing address only

M&O
maintenance and operation

M&R
maintenance and repair

MAP
Military Assistance Program

MAPP
manpower and personnel plan

MAPROS
maintain production schedules

MAP-TOE
Management Practices in TOE Units

MAPU
multiple address processing unit

MAR
major assembly release; multifunction array radar

MAR-1
multifunction array radar (R&D at WSMR)

MARAD
Maritime Administration

MARCE
Materiel Asset Redistribution Center, Europe

MARISP
Maritime Strike Plan

MARKS
Modern Army Record-keeping System

MARS
Military Affiliate Radio System

MAS
Military Agency for Standardization

MASER
microwave amplification by stimulated emission of radiation

MASF
Military Assistance Service Funded

MASH
mobile army surgical hospital

MASL
military assistance articles and services list

MASS
Marine air support squadron; Modern Army Supply System

MASSTER
Modern Army Selected System test, evaluation, and review

MAST
military assistant to safety and traffic

MASTARAV
master army aviator

MAT
Mechanical Aptitude Test

mat
material; materiel

MATCH
MTMC Automated Transportation Scheduler

MATCO
Military Air Traffic Coordinating Office(r)

MATES
mobilization and training equipment site

MAW
medium antitank weapon

MAWLOGS
Models of the U.S. Army Worldwide Logistics System

max
maximum

MBA
minimum burst altitude; main battle area

MBC manual battery control	MCI meal, combat, individual
MBD manual burst disable	MCM Manual for Courts–Martial
MBFR mutual and balanced force reduction	MCN management control number
MBGE missile–borne guidance equipment	MCP medical continuation pay; Military construction plan
MBGTS missile–borne guidance test set	MCR master change record; Master Control Record System
MBO motor burn out; management by objectives	MCREP Military Committee Representative to the North Atlantic Council
MBOL motor burn out locking	MCSTSC Military Communications System Technical Standards Committee
MBPA Military Blood Program Agency	MCT Mobile Contact Teams
MBPAS Monthly Bulk Petroleum Accounting Summary	MCW modulated continuous wave
MBPO Military Blood Program Office	MD materiel development; movement directive
MBRV maneuverable ballistic reentry vehicle	MDA military damage assessment; minimum descent altitude
MBT main battle tank; motor burning time	M–day mobilization–day
MC Medical Corps; Member of Congress; military characteristics	MDC movement designator code
MCA Military Construction, Army; minimum crossing altitude	MDFMR M–day force materiel requirement
MCAAP McAlester Army Ammunition Plant	MDL management data list; material deviation list
MC&G mapping, charting, and geodesy	MDMR M–Day materiel requirement
MCAR Military Construction, Army Reserve	MDP meteorological datum plane
MCARNG Military Construction, Army National Guard	MDR maintenance data report
MCB mobile construction battalion	MDS mail distribution scheme; maintenance data system
MCC Military Coordinating Committee; movement control center	MDU mine disposal unit; mobile development units
MCCUSCUSRPG Military Coordinating Committee (US Element CUSRPG)	MDW United States Army Military District of Washington
MCD manipulative communication deception	ME Middle East
MCEB Military Communications–Electronics Board	me multiengine
mchan multichannel	MEAD Memphis Army Depot

MEADS
maintenance engineering analysis data system

meas
measure

MEB
Marine expeditionary brigade

mech
mechanic; mechanical; mechanist; mechanized

MECHTRAM
mechanization of selected transportation reports

MECK
Meck Island

MEBD
Medical Evaluation Board

MEDCAP
Medical Civic Action Program

MEDCASE
medical care support equipment

MEDCEN
United States Army Medical Center

MEDCOOP
medical continuity of operations plan

MEDDAC
medical department activity

MEDDS
medical data specialist

MEDEVAC
medical evacuation

MEDICARE
medical care

MEDMATS
Medical Materiel Management System

MEDMIS
Medical Management Information System

MEDT
military equipment delivery team

MEE
minimum essential equipment

MEECN
Minimum Essential Emergency Communications Network

MEF
Marine expeditionary force

MEIS
Military Entomology Information Service

MELG
Middle East Liaison Group

MEMLACTV
memorial activities

memo
memorandum

MENS
Mission Element Need Statement

MEPCOM
United States Military Enlistment Processing Command

MEPS
Military Entrance Processing Stations

MESM
multi-echelon supply model

met
meteorological; meteorology

METOXI
military effectiveness in a toxin environment

METS
Mechanized Export Traffic System

METT
mission, enemy, terrain, and troops

METT-T
mission, enemy, terrain, troops and time available

MEU
Marine expeditionary unit

MEW
microwave early warning

MEWTA
missile electronic warfare technical area (WSMR)

MF
Medal of Freedom

MFA
military functions appropriation

MFI
major force issues

MFM
missile farm monitor

MFO
Multinational Force and Observers Medal

MFOI
major force oriented issues

MFR
memorandum for record

MFS
missile firing station

MFSE
main fire support element

MFT
mechanized flame-thrower

mg
machinegun

MG major general	MIDAS missile detection and alarm system
MGD military geographic documentation	MIDEASTFOR Middle East Force
MGID military geographic information and documentation	MIDF Major Item Data File
MGO military government officer	MIDP major item distribution plan
mgr manager	MIIIL master item identification list
MGRS military grid reference system	mil military
mgt management	MILCON military construction
MGY Sgt Master Gunnery Sergeant	MILDAT Military Damage Assessment Team
MH military history; Medal of Honor	MILDEPS military departments
MHA Medal for Humane Action	MILPAC Military Personnel Accounting Activity
MHCS mental hygiene consultation service	MILPAC I United States Army Military Personnel Accounting Activity I
MHD medical holding detachment; military history detachment	MILPAC III United States Army Military Personnel Accounting Activity III
MHE materials handling equipment	MILPAC V United States Army Military Personnel Accounting Activity V
MHz megahertz	MILPAC VI United States Army Military Personnel Accounting Activity VI
MI middle initial; military intelligence	MILPERCEN United States Army Military Personnel Center
MIA Missile Intelligence Agency	MILPO military personnel office(s)
MIA missing in action	MILSCAP Military Standard Contract Administration Procedures
MIAC material identification and accounting code	MILSTAAD Military Standard Activity Address Directory
MIAS AMC Major Item Automated System	MILSTAMP Military Standard Transportation and Movement Procedures
MIBARS military intelligence battalion, air reconnaissance support	MIL-STD military standard
MIC Management Information Center	MILSTEP Military Supply and Transportation Evaluation Procedures
MICB Meck Island control building	MILSTICCS Military Standard Item Characteristics Coding Structure
MICV mechanized infantry combat vehicle	MILSTRAP Military Standard Transaction Reporting and Accounting Procedures
MID message input device; military intelligence detachment	MILSTRIP Military Standard Requisitioning and Issue Procedures

MILVAN
military-owned demountable container

MIMS
Major Item Management System

min
minimum; minute

MINUET
minimum energy trajectory model

MIP
management improvement program

MIPA
missile procurement, Army

MIPR
Military Interdepartmental Purchase Request

MIR
master inventory record

MIRAC
Management Information Research Assistance Center

MIRADCOM
United States Army Missile Research and Development Command

MIRCOM
United States Army Missile Materiel Readiness Command

MIS
management information systems

misc
miscellaneous

MISO
Management Information Systems Office

MISPC
mechanized infantry squad proficiency course

MISR
Major Item Status Report

MITE
missile integration terminal equipment

MITP
master intern training plan

MIUTC
Military Intelligence Unit Training Center

MkmQualBad
Marksman Qualification Badge

MKTU
marksmanship training unit

ML
military payroll money lists; mission load

ml
molder

MLB
metallic link belt

MLC
master labor contract

MLCAEC
Military Liaison Committee to the Atomic Energy Commission

MLCP
mobile land command post

MLES
multiple line encryption system

MLF
multilateral force

MLP
master logistics plan

MLS
microwave landing system

MM
Medal for Merit

MMA
medical materiel account

MMBP
military medical benefits property

MMC
Materiel Management Center

MMCMP
Mobilization, Military and Civilian Manpower Program

MME
missile maintenance equipment

MMLME
Mediterranean, Mediterranean Litoral, and/or Middle East

MMM
medical materiel manager

MMMC
Medical Materiel Management Center

MMMR
medical materiel mission reserve

MMPC
Mobilization Materiel Procurement Capability

MMPDABC
Medical Materiel Program for Defense Against Biological and Chemical Agents

MMPF
master military pay file

MMPNC
medical materiel program for nuclear casualties

MMPVS
modified military pay voucher system

MMR
minimum marginal return; Mobilization Material Requirement

MMS
multi-mission ship

MMT
manufacturing methods and technology; missile maintenance technician

MMY
military man-years

MNBA
minimum normal burst altitude

MNC
major NATO commanders

MNECP
mobile national emergency command posts

MO
movement orders

MOA
medium observation aircraft; military operation area; Memorandum of Agreement

MOB
main operating base

mob
mobilize

MOBDES
mobilization designee

MOBIDIC
mobile digital computer

MOBTDA
mobilization table of distribution and allowances

MOBU
mobilization base units

MOC
management of change

MOCA
minimum obstruction clearance altitude

MOD
Ministry of Defense; miscellaneous obligation document

MODB
Military Occupational Data Bank

MODEM
modulation/demodulation equipment

MODS
Mobility Planning Data System

MOE
measure(s) of effectiveness

MOGAS
motor gasoline

MOI
military occupational information

MOL
machine oriented language; manned orbiting laboratory

MOM
military official mail

MOM-user
maintenance operations management user

MOP
military operations

MOPP
mission-oriented protection posture

MORSL
mobilization reserve stockage list

MORTREP
Mortar Bombing Report

MOS
major operating system; military occupational specialty

MOSAR
modulation scan array radar

MOSC
military occupational specialty code

MOT
military ocean terminal; month of travel

MOTBA
Military Ocean Terminal, Bay Area

MOTBY
Military Ocean Terminal, Bayonne

MOTKI
Military Ocean Terminal, King's Bay

MOTSU
Military Ocean Terminal, Sunny Point

MOU
Memorandum of Understanding

MOUT
military operations on urbanized terrain

MOV
military-owned vehicle

mov
movement

MOVP
military-owned vehicle plan

MOVS
military owned-vehicle service

MOWASP
mechanization of warehousing and shipping procedures

MP
military police

MP
Military Police Corps

MPA
Military Personnel, Army; Missile Procurement, Army

MPC
military payment certificate

MPCSW
multipurpose close support weapon

MPD
maximum permissible dosage

MPE
maximum permissible exposure

MPH
miles per hour

MPI
Military Police Investigator

mpk
manpack

MPL
maintenance parts lists

MPM
major program memorandum; maintenance program management

MPMIS
Military Police Management Information System

MPO
military pay order; military post office

MPOI
master program of instruction

MPOM
maintenance program operations management

MPPRC
Materiel Procurement Priorities Review Committee

MPPWCOM
Military Police Prisoner of War Command

MPR
military pay record

MPRJ
Military Personnel Records Jacket, US Army

MPS
materiel planning study; multipurpose ship

MPSA
Military Postal Service Agency

MPT
military potential test

MP(TSWG)
Military Police Tripartite Standing Working Group

MPV
military pay voucher

MPVSCS
military pay voucher summary and certification sheets

MR
machine records; manufacturer's representative; marginal return

MRA
machine records activity; minimum reception altitude

MRB
motorized rifle battalion

MRBM
mid-range ballistic missile

MRC
materiel release confirmation; Mississippi River Commission; motorized rifle company; manpower requirements change

MRCP
mobile radar control post

MRCPA
Mobilization Reserve Components Program of the Army

MRD
mandatory retirement date; Materiel Redistribution Division; Materiel Release Denial

MRE
mid-range estimate

MRF
mission reliability factor

MRL
multiple rocket launcher

MRLOGAEUR
minimum required logistics augmentation Europe

MRM
maintenance reporting and management

MRMO
Mobilization Reserve Materiel Objective

MRMPO
Mobilization Reserve Materiel Procurement Objective

MRMR
Mobilization Reserve Materiel Requirement

MRO
materiel release order; medical regulating office(r); message releasing officer; motor route order number

MRPF
maintenance of real property facilities

MRR
materiel readiness report; motorized rifle regiment

MRRC
Materiel Requirements Review Committee

MRS
memo routing slip; mobilization requirement study; mobilization reserve stocks

MRSI
mobilization requirements, secondary items

MRV
multiple reentry vehicle

MS
military science; Medical Service Corps

MSA
medical services account; morale support activities

MSAAB
Military Services Ammunition Allocation Board

MSAAP
Mississippi Army Ammunition Plant

MSAO
medical services accountable officer

MSC
Materiel Status Committee; Medical Service Corps; Military Sealift Command; major subordinate command

MSCA
military support to civil authorities

MSCB
missile site control building

MSCD
Military Support of Civil Defense

MSD
minimum safe distance

MSDP
missile site data processor

MSDPS
missile site data processing system

MSDPSS
missile site data processing subsystem

MSE
materiel status evaluation; missile support element

MSF
mobile striking force

MSG
master sergeant

msg
message

msg
messenger

MSGR
mobile support group

MSM
Meritorious Service Medal

msn
mission

MSO
military service obligation; Morale Support Officer

MSP
maintenance support plan; medium speed printer; Mutual Support Program

MSPB
Merit Systems Protection Board

MSPG
materiel support planning guidance

MSR
main supply route

MSR
missile site radar

MSS
military supply standard

MST
mechanics support team

MSTACCMB
Master Aircraft Crewman Badge

MSTARAVB
Master Army Aviator Badge

MSTDIVB
Master Diver Badge

MSTFLSB
Master Flight Surgeon Badge

MSTPRCHT
Master Parachute Badge

MSTEODBAD
Master Explosive Ordnance Disposal Badge

MT
mechanical time; megaton, military training; motor transport; mechanical transport

MTA
MAC (Military Airlift Command) transportation authorization; major training area

MTB
motor torpedo boat

MTBF
mean-time-between-failure

MTBFA
mean-time-between-false-alarms

MTC
Maneuver Training Command

MTDA
modification table of distribution and allowances

MTF
medical treatment facility

MTI
moving target indicator

MTLR
moving target locating radar

MTMC
Military Traffic Management Command

MTMCEA
Military Traffic Management Command Eastern Area

MTMCTEA
Military Traffic Management Command Transportation Engineering Agency

MTMCTTU
Military Traffic Management Command transportation terminal unit

MTMCWA
Military Traffic Management Command Western Area

MTOE
modification table of organization and equipment

MTR
missile tracking radar

MTS
missile test station

MTSQ
mechanical time, superquick

MTT
mobile training team

MTTR
mean-time-to-repair

MTU
mobile training unit

MTX
Military Traffic Expediting Service

MUC
Meritorious Unit Commendation

MUF
maximum usable frequency

MUL
DOD master urgency list

MURF
materiel utilization reference file

MUSARC
Major United States Army Reserve Command

MUST
medical unit, self-contained, transportable

MUTA
Multiple Unit Training Assembly

MV
manpower voucher; muzzle velocity

MVA
Modern Volunteer Army

MVAP
Modern Volunteer Army Program

MVD
Army Motor Vehicle Driver Selection Battery

MVSB
motor vehicle storage building

MVSS
motor vehicle storage shed

mwave
microwave

MWDDEA
Mutual Weapons Development Data Exchange Agreement

MWDP
Mutual Weapons Development Program

MWO
modification work order

MWR
morale, welfare, and recreation

2-14. "N" listings

NA
not applicable

NAAD
Navajo Army Depot

NAADS
New Army Authorization Documents System

NAAG
NATO Army Armaments Group

NAAP
New Port Army Ammunition Plant

NAC
National Agency Check

NACI
National Agency Check and written inquiries

NACOM
Northern Area Command

NADAC
National Damage Assessment Center

NADEFCOL
NATO Defense College

NADGE
NATO Air Defense Ground Environment

NAF
nonappropriated fund(s)

NAFAG
NATO Air Force Armaments Group

NAFI
Nonappropriated fund instrumentality

NAGE
Nato Air Defense Group Environment

NAIC
nuclear weapon accident and incident control

NAICC
Nuclear Accident Incident Control Center

NAICO
Nuclear Accident and Incident Control Officer

NAICP
nuclear accident and incident control plan

NAMAP
Northern Air Material Area, Pacific

NAMFI
NATO Missile Firing Installation

NAMILCOM
NATO Military Committee

NAMILPO
NATO Military Posture

NAMS
Nurses and Army Medical Specialists

NAMSA
NATO Maintenance and Supply Agency

NAR
no answer (action) required

NARC
Non-Automatic Relay Center

NARS
National Archives and Records Service

NASA
National Aeronautics and Space Administration

NATO
North Atlantic Treaty Organization

NAWAS
national warning system

NB
nonbattle

NBC
nuclear, biological, chemical

NBCD
Nuclear, Biological, and Chemical Defense

NBCDCE
Nuclear, Biological, and Chemical Defense Control Element

NBCE
Nuclear, Biological, and Chemical Element

NBPRP
National Board for the Promotion of Rifle Practice

nc
no change

NCA
national command authority

NCAD
New Cumberland Army Depot

NCC
NORAD control center

NCE
nuclear capability exercise

NCIC
National Crime Information Center

NCMC
NORAD Cheyenne Mountain Complex

NCO
noncommissioned officer

NCOA
Noncommissioned Officer Academy

NCOES
Noncommissioned Officer Education System

NCOIC
Noncommissioned officer in charge

NCOLP
Noncommissioned Officer Logistics Program

NCOOM
noncommissioned officers open mess

NCOPDR
NCO Professional Development Ribbon

NCR
National Capital Region

NCS
National Communications System; net control station

NCSO
naval control of shipping officer

NDA
National Defense Area

NDB
nondirectional radio beacon

NDCC
National Defense Cadet Corps

NDDC
NORAD Division Direction Center

NDDP
NATO Defense Data Program

NDMTB
nondeployment mobilization troop basis

NDP
National Disclosure Policy

NDPC
National Military Information Disclosure Policy Committee

NDSM
National Defense Service Medal

NDU
National Defense University

NE
northeast

NEA Northeast Asia	NGB National Guard Bureau
NEACP National Emergency Airborne Command Post	NGLO naval gunfire liaison officer
NEAR National Emergency Alarm Repeater System	NGR National Guard regulation
nec necessary	NHMILCOM NATO Hawk Military Committee
NECC Northeast Computer Center	NHMO NATO Hawk Management Office
NEGRSBM negative report submitted	NHPC NATO Hawk Production Organization
NEI new equipment introduction	NIC National Inventors Council
NEIT new equipment introductory team	NICP national inventory control point; nuclear incident control plan
NEMP nuclear electromagnetic pulse	NIDCC National Internal Defense Coordination Center
NEO noncombatant evacuation order	NIE National Intelligence Estimate
NEPR NATO electronic parts recommendation	NIEM national industrial engineering mission
NEPRS New Equipment Personnel Requirements Summary	NIER national industrial equipment reserve
NERRA New Equipment Resources Requirements Analysis	NIGA neutron induced gamma activity
NESCNSC Net Evaluation Subcommittee, NSC	NIH National Institutes of Health
NEST National Emergency Survivable Troop System	NIIN national item identification number
NET new equipment training; nuclear emergency team	NIP Notice of Intelligence Potential
NETC National Emergency Transportation Center	NIPR national industrial plant reserve
NETP new equipment training program	NIS national intelligence survey; National Interdepartmental Seminar; not in stock
NETR NATO electronic technical recommendation	NLABS Natick Laboratories
NFE not fully equipped	NLOLANY Netherlands Orange Lanyard
NFIB National Foreign Intelligence Board	NLRB National Labor Relations Board, Department of Labor
NFL no fire line	NLT not later than
NFPA National Fire Protection Association	nm nonmetallic
NG the Army National Guard and the Air National Guard	NMAS NATO military authorities

NMB
National Mediation Board, Department of Labor

NMCC
National Military Command Center

NMCS
National Military Command System

NMCSSC
National Military Command System Support Center

NMI
no middle initial

NMIL
new materiel introductory letter

NMP
national maintenance point

NMPC
National Maintenance Publications Center

NMS
new manning system

NMSC
National Merit Scholarship Corporation

NMSQT
National Merit Scholarship Qualifying Test

NMSSA
NATO Maintenance Supply Service Agency

NMSSS
NATO Maintenance Supply Service System

NNAG
NATO Navy Armaments Group

NNE
north-northeast

NNSC
Neutral Nations Supervisory Commission

NNSN
no national stock number

NNW
north-northwest

no
number

NOA
new obligation authority

NOD
night observation device

NODEX
new over the beach discharge exercise

NOE
nap-of-the-earth; notice of exception

NOFT
Notice of Foreign Travel

NOIBN
not otherwise indicated by name

NOK
next of kin

NOLOC
no location

nom
nominate; nominee

NONA
notice of nonavailability

noncit
noncitizen

NONCOMECEM
noncommunications electronics countermeasures

NONCOMJAM
noncommunications jamming

NOR
notice of revision

NORAD
North American Air Defense Command

NORIP
NORAD Intelligence Plan

NORM
not-operationally-ready maintenance

NOROEC
NORAD Operational Employment Concept

NORQR
NORAD Qualitative Requirement

NORS
not operationally ready supply

NORTHAG
northern Army group

NPFS
no prior or current Federal service

NPP
National Policy Paper

NPRC
National Personnel Records Center

NPS
no prior service

NPTC
National Postal and Travelers Censorship

NPTCO
National Postal and Travelers Censorship Organization

NQT
Nonlanguage Qualification Test

nr
nonregistered

NRA
National Rifle Association; nonregistered accountable

NRAS
Seventh Army Nuclear Release Authentication System

NRBBAS
Nuclear Reactor Operator Basic Badge

NRB1CL
Nuclear Reactor Operator, First Class Badge

NRB2CL
Nuclear Reactor Operator, Second Class Badge

NRBSUPV
Nuclear Reactor Operator, Shift Supervisor Badge

NRCC
NORAD region combat center

NREC
National Resource Evaluation Center

NRP
nonregistered publication

ns
nonstandard

NSA
National Security Agency

NSACSS
National Security Agency/Central Security Service

NSAM
National Security Action Memorandum

NSAS
Nuclear Sealed Authentication System

NSC
National Security Council; NATO Supply Center (an activity of NAMSA)

NSC&MP
national stock control and maintenance point

NSI
nonstandard item

NSL
nuclear safety line; nonstockage list

NSLIN
nonstandard line item number

NSM
National Security Medal

NSN
national stock number; NATO stock

NSO
National Security Office(r)

NSOF
Navy Special Operations Force

NSP
Nuclear Strike Plan

SR
no staff responsibility

NSRB
National Security Resources Board

NSS
national stockpile site

NSTL
national strategic target list

NTCAVAL
notice of availability

NTE
not to exceed

NTI
no travel involved

NTS
Nevada Test Site; nontariff size

NTSB
National Transportation Safety Board, Department of Transportation

NTTR
nontactical telecommunications requirement

NUBICWOPS
nuclear, biological, and chemical warfare operations

nuc
nuclear

NUCAS
nuclear authentication system

NUCDEF
nuclear defense

NUCDETS
nuclear detonation detection and reporting system

NUCREP
nuclear damage report

NUCWPN
nuclear weapon(s)

nutr
nutrition

NVAL
not available

NW
northwest

NWAIB
Nuclear Weapon Accident Investigation Board

NWC
National War College

NWCR
Nuclear Weapons Correction Report

NWEO
nuclear weapons employment officer

NWES
nuclear weapons electronic specialist

NWMF
nuclear weapons maintenance foreman

NWMS
nuclear weapons maintenance specialist

NWR
nuclear weapons report

NWSF
nuclear weapons storage facility

NWSS
nuclear weapons support section

NXDO
NIKE-X Development Office

NXPM
NIKE-X Project Manager

NXPO
NIKE-X Project Office

NXPRG
NIKE-X Program Review Group

NXSM
NIKE-X System Manager

2-15. "O" listings

OA
on or about

OAD
operational availability data; ordered to active duty

O&M
operation and maintenance; organization and methods

O&MFH
operation and maintenance, family housing

OARB
Oakland Army Base

OAS
Organization of American States

OAT
operational acceptance test

ob
obsolete

OB
order of battle

obj
object; objective

OBLAUTH
obligation authority

oblg
obligate

obs
obstacle

obsn
observation

OBT
observer training

OC
officer candidate; operations central

OCA
Office of the Comptroller of the Army; operational control authority

OCAR
Office of the Chief, Army Reserve

OCAS
Office, Coordinator of Army Studies

OCB
Operations Coordinating Board

OCC
operational control console

OCCH
Office of the Chief of Chaplains

OCCIS
Operational Command and Control Intelligence System

OCCMED
occupational medicine

OCCS
operational command and control system

OCE
Office of the Chief of Engineers; officer conducting the exercise

OCHAMPUS
Office for the Civilian Health and Medical Program of the Uniformed Services

OCLL
Office of the Chief of Legislative Liaison

OCM
on-condition maintenance

OCMH
Office of the Chief of Military History

OCO
operational capability objective

OCONUS
outside continental United States

OCP
Office of Civilian Personnel; operational capability plan

OCPA
Office of the Chief of Public Affairs

OCR
optical character reader

OCRE
optical character recognition equipment

OCS
Officer Candidate School

OCSA
Office of the Chief of Staff, U.S. Army

OCT
Officer Candidate Test

OD
officer of the day; Ordnance Corps

ODSCLOG
Office of the Deputy Chief of Staff for Logistics

ODCSOPS
Office of the Deputy Chief of Staff for Military Operations and Plans

ODCSPER
Office of the Deputy Chief of Staff for Personnel

ODCSRDA
Office of the Deputy Chief of Staff for Research, Development, and Acquisition

ODDRE
Office of Director of Defense Research and Engineering

ODRI
Office of United States Defense Representative, India

ODRP
Office of Defense Representative, Pakistan

ODTS
optical discrimination and tracking system

ODWSA
Office of the Directorate of Weapon Systems Analysis

OE
organizational effectiveness

OEA
organizational expense accounts

OEC
operational employment concept

OEG
organization and equipment guide

OEL
organizational equipment list

OEM
on equipment materiel

OEP
Office of Emergency Planning; operational employment plan

OER
officer evaluation report

OERS
officer evaluation reporting system

OET
Office of Emergency Transportation

OF
optional form

ofc
office

OFEC
Office of Federal Employees' Compensation

off
officer

OFGR
objective force gross requirement

OFT
observed fire trainer

OG
officer of the guard

OHMP
United States Army Oral Health Maintenance Program

OIC
officer in charge (of)

OICC
officer in charge of construction

OIDP
Overseas Internal Defense Policy

OIPAAR
Office of Industrial Personnel Access Authorization Review

OIR
other intelligence requirements

OIS
operating information system

OISP
overseas internal security program

OJT
on-the-job training

OL
operating level; operating location

OLC
Oak Leaf Cluster

OLF
outlying field

OLS
optical landing system

OLSS
overseas limited storage site

OMA
Operation and Maintenance, Army

OMAR
Operation and Maintenance, Army Reserve

OMARNG
Operation and Maintenance, Army National Guard

OMB
Office of Management and Budget

OMF
officer master file; operation and maintenance of facilities

OMFBAA
operation and maintenance of facilities budget activity account

OMFCA
operation and maintenance of facilities cost account

OMFSCA
operation and maintenance of facilities summary cost account

OMIS
Office, Management Information Systems

OML
Order of Merit List

OMPF
official military personnel file

OMPR
optical mark page reader

OMS
organizational maintenance shop

OMT
organizational maintenance technician

OMTS
organizational maintenance test station

OMVTO
office, motor vehicle transportation officer

ONC
operational navigation chart

ONI
Office of Naval Intelligence

ONR
Office of Naval Research

OO
on order

OOAMA
Office, Ogden Air Material Area

OOM
officers' open mess

OOSS
overseas operational storage site

op
operate; operated; operation; operational; operator

OP
observation post; operational project

O/P
ownership/purpose code

OPA
Other Procurement, Army

OPCODE
operations code

OPCOM
operational command

OPCON
operational control

OPD
Officer Personnel Directorate, MILPERCEN

OPD
officer distribution plan

OPED
other pay entry date

OPF
official personnel folder

OPFOR
opposing forces

ophth
ophthalmology

OPLAN
operation plan

OPM
Office of Personnel Management; Office of Procurement and Materiel

OPMS
Officer Personnel Management System

OPORD
operation order

OPR
operational project requirements

OPRDY
operationally ready

OPREP
operational reporting

OPSEC
operations security

OPSTR
operating strength

OQR
officer's qualification record

OR
operational readiness

ORA
operations research analyst

ORB
Officer Record Brief

ORCEN
Overseas Records Center

ord	OSS
ordnance	operational storage site
ORE	OST
operational readiness evaluation	order ship time
ORF	OSUT
operational readiness float	one station unit training
org	OT
organize; organized; organization	observer target; occupational therapy–therapist; operational test; overtime
ORI	OTAD
operational readiness inspection	oversea terminal arrival date
ORIT	OTE
operational readiness inspection test	operational test and evaluation
ORLL	OTEA
Operational Reports–Lessons Learned	Operational Test and Evaluation Agency
ORSA	OTH
Operations Research/Systems Analysis	other than honorable conditions
ORT	OTIG
operational readiness training	Office of The Inspector General
ORTP	OTIS
operational readiness training program	ordnance telemetry instrumentation station
ORTT	OTJAG
Operational Readiness Training Test	Office of The Judge Advocate General
OSA	OTPMG
Office of the Secretary of the Army; offshore acquisition; operational support airlift	Office of the Provost Marshal General
OSC	OTRA
organizational supply code	other than Regular Army
OSD	OTSG
Office of the Secretary of Defense; over, short, and damaged report	Office of The Surgeon General
OSDIDBAD	OTU
Office of the Secretary of Defense Identification Badge	operational training unit
OSHA	OU DP
Occupational Safety and Health Act	Officer Undergraduate Degree Program
OSI	OUSARMA
Office of Strategic Information	Office of the United States Army Attache
OSIA	OVUREP
Office, Services and Information Agency	overseas unit replacement system
OSP	OW
offshore procurement	orderwire
OSPE	OWR
organizational spare parts and equipment	obligated war reserves
OSR	OWRMS
Overseas Service Ribbon	other war reserve materiel stocks
OSREPL	2–16. “P” listings
oversea replacement	P1
OSRET	PERSHING 1
oversea returnee	Pl a
	PERSHING 1a

PA
pending availability; per annum; performance analysis; procurement appropriations; public affairs; proponent agency; privacy act

PAA
procurement of ammunition, Army

PAC
Personnel and Administration Center; pursuant to authority contained in

PACAS
Patient Care System

PACDA
Personnel and Administration, Combat Development Activity

PACOM
Pacific Command

PAD
preferred arrival date; Public Affairs Division

PADAR
program approval disposal and redistribution

PADMIS
Patient Administration Information System

PADO
proposed advanced development objective

PADOC
pay adjustment document

PAECT
pollution abatement and environmental control technology

PAG
project advisory group

PAGE
piston arrestment gas entrapment system (Sprint Launch Cell)

PAHO
Pan American Health Organization

PAIS
Publication Automated Information Locator System

PAL
permissive action link

PALR
permissive action link report

PALSG
Personnel and Logistics Systems Group

PAM
Department of the Army Partial Mobilization Expansion Plan; priorities and allocations manual

pam
pamphlet

PAMUSA
Post Attack Mobilization of the United States Army

PAO
primary action office; public affairs office(r)

PAP
personnel assistance point; product assurance plan

P&A
personnel and administration

P&E
propellants and explosives

P&P
procurement and production

PAR
perimeter acquisition radar; precision approach radar

para
paragraph

PARB
Perimeter Acquisition Radar Building

PARC
principal assistant for contracting

PARD
Personnel Actions and Records Directorate, MILPERCEN

PARDP
perimeter acquisition radar data processor

paren
parenthesis

PARR
Program Assessment Review Report

parsq
pararescue

PASS
Procurement Aging and Staging System

PASTRAM
Passenger Traffic Management System

PAT
Pattern Analysis Test; priority air travel; production acceptance test

PATCENT
patching central

PAV
personnel allotment voucher

PB
property book

PBA
Pine Bluff Arsenal

PBAC
Program Budget Advisory Committee

PB-AESRS
property book-Army Equipment Status Reporting System

PBD
program/budget decision

PBEIST
Planning Board European Inland Surface Transport

PBG Program Budget Guidance	PCS permanent change of station; post, camp, or station; physically controlled space
PBI partial background investigation	PCU printed control unit
PBO property book officer	PCV passenger carrying vehicle
PBOS Planning Board for Ocean Shipping	PCW previously complied with
PBR precision bombing range	PD procurement directive; priority designator
PBS production base support	PDA present duty assignment option; property disposal agent
PBX private branch exchange (tel)	P-DAY Production Day
PC port call; purchasing and contracting; personal computer	PDC Per Diem, Travel, and Transportation Allowance Committee for Departments of the Army, Navy, and Air Force; proficiency data card
PCA permanent change of assignment	PDCO property disposal contracting officer
PCB printed circuit board	PDD priority delivery date
PCC postal concentration center	PDDL Post D-Day Logistic Support
PCCB Project Configuration Control Board	PDE prospective data element
PCCN port call control number	PDF point detonating fuze; principal direction of fire
PCCU Punched card control unit	PDIP Program Development Increment Package
PCD program change decision	PDM Program Decision Memorandum
PCF personnel control facility	PDO property disposal officer
PCHT packaging, crating, handling, and transportation	PDP procurement data package; program definition phase
PCM planning and control memorandum; pulse code modulation; punched card machine	PDR Philippine Defense Ribbon
PCMS punched card machine systems	PDS personnel daily summary; program data sheets; protected distribution system
PCN project control number	PDT-1 Picatinny Arsenal Detonation Trap Number 1
PCO procuring contracting officer; publications control officer	PDY principal duty
PCP passenger control point	PE post engineer; probable error; program element
PCR Program Change Request	PEA primary expense account

PEB
Physical Evaluation Board

PEC
production equipment code

PEBD
pay entry basic date

ped
pediatrics

PED
Personnel–Equipment Data; promotion eligibility date

PEM
production engineering measure; phased equipment modernization

PEMA
procurement of equipment and munition appropriations

PEMARS
Procurement of Equipment and Missiles, Army Management and Accounting Reporting System

PENARDS
penetration aids

PEO
program evaluation office

PEP
producibility engineering and planning; United States Army Personnel Exchange Program

PEQUA
production equipment agency

PERDDIMS
Personnel Deployment and Distribution Management System

PERG
production equipment redistribution group

PERI
production equipment redistribution inventory

PERINTREP
periodic intelligence report

PERINTSUM
periodic intelligence summary

perm
permanent

PERMACAP
Personnel Management and Accounting Card Processors

PERMAS
Personnel Management Assistance System

pers
personnel

PERSEXP
personal expense money

PERSINSD
Personnel Information Systems Directorate, MILPERCEN

PERSIR
personnel inventory report

PERSPROC
personnel processing

PERSTATREP
personnel status report

pert
pertain

PERT
Program Evaluation and Review Technique

PESD
program execution sub–directive

PETN
Pentaerythritoltetranitrate

PETS
prior to expiration of term of service

PF
performance factor; pneumatic float

PFC
private first class

pfdr
pathfinder

PFDRBAD
Pathfinder Badge

PFNS
position fixing navigation system

PFO
postal finance officer

PFR
personal financial record

PFRT
preliminary flight rating test (Sprint)

PFT
portable flame-thrower

PG
permanent grade; post graduate; proving ground

PGRC
Program Guidance and Review Committee

PH
Purple Heart

ph
phase

PHIBRON
amphibious squadron

PHILPUC
Philippine Republic Presidential Unit Citation Badge

photo
photograph; photographer; photographic; photography

PHAROS
phased-array radar operational simulation

PI
position indicator; programmed instruction; public information

IBAL
pilot-balloon observation

PIBD
point initiating, base detonating

PIBL
PEMA Item Baseline List

PID
public information division

PIF
pilot information file; place in inactive file; provision of industrial facilities

PIIN
procurement instrument identification number

PILO
public information liaison officer

PINS
Personnel Information System

PIP
Product Improvement Program

PIR
personnel information roster; Philippine Independence Ribbon

PJBD
Permanent Joint Board on Defense, Canada-United States

pl
pipeline; place

PL
public law; phase line

PLADS
parachute low altitude delivery system

PLANAT
North Atlantic Treaty Regional Planning Group (London) and the
North Atlantic Treaty Regional Planning Subgroup (Paris)

PLC
platoon leaders class

PLD
probable line of deployment

PLL
prescribed load list

PLM
power line modulation

PLO
passenger liaison office(r)

PLOCSA
Personnel Liaison Officer, Chief of Staff, Army

PLOM
Prescribed Loan Optimization Model

PLR
Philippine Liberation Ribbon

plt
pallet; platoon

PLT
pipeline time; procurement lead time

PLUCON
plutonium decontamination emergency teams

PM
postmaster; preventive maintenance; project manager

PM
provost marshal

pmap
photomap

PMCS
Preventive maintenance checks and services; program management

PMCT
permissive action link management control team

PMDD
Personnel Management Development Directorate, MILPERCEN

PMDL
Post M-Day Deployment List

PMF
personnel master file; professional medical film

PMI
preventive maintenance inspection

PMO
personnel management officer; project management office

PMOF
Presidential Medal of Freedom

PMCS
Preventive Maintenance Checks and Services; program management
control system

PMOS
primary military occupational specialty

PMOSC
primary military occupational specialty code

PMP
project master plan

PMR
Pacific Missile Range

PMRMO
protectable mobilization reserve materiel objective

PMRY
Presidio of Monterey

PMS
professor of military science; program management support

PN part number	POPGUN policy and procedure governing the use of nicknames
PNL prescribed nuclear load	POR preparation of replacements for oversea movement
PNMO provided no military objection exists	PORT CAP Automated Port Call System for AIT Graduates
PNOK primary next of kin	POS period of service
PNS prescribed nuclear stockage	POSD personnel on station date
PINVAL previously not available	POV privately owned vehicle
PNVD passive night vision devices	PP parcel post; permanent party; physical profile
PO post office; previous orders; production offset	PP&C production planning and control
POB place of birth	PPB plans, program, budget
POC point of contact; privately owned conveyance	PPBS planning, programming, and budgeting system
POD port of debarkation	PPD proficiency pay designator
POE port of embarkation	PPF provision of production facilities
POI program(s) of instruction	PPG PEMA policy and guidance; personnel processing group; planning and programming guidance
POL petroleum, oils and lubricants	PPI plan position indicator
POLAD political advisor	PPM position and pay management; program, project management; pulse position modulation
POLIC Petroleum Intersectional Command	PPN procurement program number
POLIS petroleum intersectional service	PPO publications and printing office
POLO Pacific Command Operations Liaison Office	PPR permanent pay record; prior permission required
POM preparation for oversea movement (units); program objective memorandum	PPRC prepositioned receipt card
POMCUS prepositioning of materiel configured to unit sets	PPREPT periodic personnel report
POMM Preliminary Operating and Maintenance Manual	PPS pulses per second
pon ponton	PPSC physical profile serial code
POO priority operational objective	PPSIA Pamphlet "Personnel Property Shipping Information" is applicable

PPSR periodic personnel strength report	PRIMAR Program to Improve Management of Army Resources
PPT preproduction test	PRIME priority management effort
PPWR prepositioned war reserves	pris prisoner
PQEP Product Quality Evaluation Plan	pro procedure; proceed; prophylactic
PQQPRI provisional qualitative and quantitative personnel requirements information	PROC proposed required operational capability
PQR personnel qualification roster	PRODUTAS proceed on duty assigned
PQS promotion qualification score	PROFP proficiency pay
pr payroll	proj project; projectile
PR procurement regulations; purchase request	PROJTRNS project transition
PRA projected requisition authority	PROMAP program for the refinement of the materiel acquisition process
PRB Personnel Records Branch	PROMIS project management information system
PRC Passenger Reservation Center; personnel reporting code; People's Republic of China	PRON procurement request order number
prcht parachute	pros prosthetic
PRCHTBAD Parachutist Badge	PROSIGN procedure sign
PRCM passive radiation countermeasure	prox proximity
PRD personnel readiness date; Personnel Records Division; postal regulating detachment	PRP performance, requirements, practices; Program Review Panel
prep prepare; prepared; preparation; preparatory	prsmn pressman
PREPOSTOR prepositioned storage	prsvn preservation
PRES100 Presidential's Hundred Tab	PRT Personnel Research Test
PRESS Pacific Range Electromagnetic Signature Studies	PS personnel subsystem; prior service, project stock
PRETECHREP preliminary technical report	PSAC President's Scientific Advisory Committee
PRF personnel readiness file; pulse repetition frequency	PS&ER production support and equipment replacement
PRI preliminary rifle instruction	PSAO primary staff action officer
	PSC Personnel Service Company; price signal code

PSCO
 personnel survey control officer

PSD
 Personnel Service Division; port security detachment

PSDS
 permanently separated from duty station

PSE
 personnel subsystem elements; priority standardization effort

PSF
 Presidio of San Francisco

PSG
 PERSHING; platoon sergeant

psi
 pounds per square inch

PSI
 plan speed indicator

PSM
 Personnel Subsystem Manager

PSNCO
 personnel staff noncommissioned officer

PSO
 Primary Standardization Office; provisions supply office

PSP
 personnel subsystem process

PSPP
 proposed system package plan

PSPR
 personnel subsystem products

PSR
 parachute status report

PSRD
 personnel shipment ready date

PSRO
 passenger standing route order

PSS
 personnel support system

PSSI
 primary specialty skill identifier

PST
 pass time; personnel subsystem team

PSTE
 personnel subsystem test and evaluation

PSVCBAD
 Presidential Service Badge

psych
 psychology

PSYOP
 psychological operations

PSYWAR
 psychological warfare

pt
 point

PT
 physical training; production test

PTA
 primary target area; Picatinny Arsenal

PTFMPO
 Peacetime Force Materiel Procurement Objective

PTFMR
 Peacetime Force Materiel Requirements

PTFMR-A
 Peacetime Force Materiel Requirements Acquisition

PTFMR-R
 Peacetime Force Materiel Requirements Retention

PTGT
 primary target

PTL
 primary target line

PTOS
 peacetime operating stock

PTRF
 peacetime rate factor

PTRO
 personnel transaction register by originator

PTSO
 personnel transaction summary by originator

PTST
 personnel transaction summary by type transaction

PUAD
 Pueblo Army Depot Activity

pub
 public; publication; publicity; publish

PUCA
 Presidential Unit Citation

PUE
 Presidential Unit Emblem

PULHES
 physical profile serial code (numerical)

pur
 purchase; pursuant; pursuit

PURA
 PACOM Utilization and Redistribution Agency

PV
 production validation

PV1&2
 Private E1 and E2

PVT
Private

PW
prisoner of war; public works; pulse width

PWD
procurement work directive

PWP
plasticized white phosphorous

PWRR
Prepositioned War Reserve Requirements

PWRR–MF
prepositioned war reserve requirement for medical facilities

PWRS
prepositioned war reserve stock

PWRS–MF
prepositioned war reserve stocks for medical facilities

PWTN
power train

PWTCVA
procurement of weapons and tracked combat vehicles, Army

PX
Army exchange

PY
prior year

PYR
prior year report

2–17. “Q” listings

QA
quality assurance

QAMDO
Quadripartite Agreed Materiel Development Objective

QAMR
Quadripartite Agreed Materiel Requirement

QAPED
Quadripartite Agreed Plans of Engineering Design

QAPET
Quadripartite Agreed Plans of Engineering Test

QAPST
Quadripartite Agreed Plans of Service Tests

QC
quality control

QCI
quality control information

QCR
qualitative construction requirement; quality control representative

QDO
Quadripartite Development Objective

QE
quadrant elevation

QER
qualitative equipment requirements

QI
quality increase

QM
quartermaster

QM
Quartermaster Corps

QMA
qualitative materiel approach

QMAC
Quadripartite Materiel and Agreements Committee

QMDO
qualitative materiel development objective

QMO
qualitative materiel objective

QMP
Qualitative Management Program

QMR
qualitative materiel requirement

QOL
quality of life

QOR
qualitative operational requirements

QPL
qualified products list

QQPRI
qualitative and quantitative personnel requirements information

QRA
quick reaction alert

QRC
Quadripartite Research Committee; quick reaction capability

QRI
qualitative requirements information

QRL
Quadripartite Research List

QRPS
quick reaction procurement system

QRR
Qualitative Research Requirement for Nuclear Weapons Effects information

QS
quota source

QSAL
Quadripartite Standardization Agreements List

QSOP
Quadripartite Standing Operating Procedures

QSS
quick supply store

QSTAG
Quadripartite Standardization Agreement

QTD
quadruple terminal digits

qtr
quarter

qty
quantity

QTYDESREQ
quantity desired as requested

quad
quadrant

quar
quarantine

ques
question mark

QWG
Quadripartite Working Group

2-18. "R" listings

r
roentgen

RA
Regular Army

RAAF
Royal Australian Air Force

RAAMS
remote anti-armor mine system

RAAP
Redford Army Ammunition Plant

RAC
requisition advice care; Research Analysis Corporation

RACC
Reporting Activity Control Card

RACE
restoration of aircraft to combat effectivity

RACEP
(communications system) random access correlation of extended performance

RACES
radio amateur civil emergency service

RACFOE
Research Analysis Corporation Field Office, Europe

RACOMS
rapid combat mapping service

RAD
regional accountable depot; return to active duty

rada
radioactive

RADAR
radio detection and ranging

RADAS
random access discrete address

RADCM
radar countermeasures and deception

RADCON
radiological control

RAD/hr
Rads per hour

RADIAC
radiation, detection, indication, and computation

radl
radiological; radiology

RADLFO
radiological fallout

RADLMON
radiological monitor(ing)

RADLOPS
radiological operations

RADLSAFE
radiological safety

RADLSO
radiological survey officer

RADLSV
radiological survey

RADM
rear admiral

radn
radiation

RADOT
recording automatic digital optical tracker

RADREL
radio relay

RAF
Royal Air Force

RAG
Regimental Artillery Group (OPFOR)

RAGS
River Assault Groups

RAM
random access memory; reliability, availability, and maintainability

RAMD
receiving agency materiel division

RAM-D
reliability, availability, maintainability, and durability

R&D research and development	RAWINSONDE radiosonde and radar wind sounding (combined)
R&DELSEC research and development electronic security	RBAAP Riverbank Army Ammunition Plant
RAMMS responsive automated materiel management	RBE relative biological effectiveness
R&A review and analysis	RBN radio beacon
R&R rest and recuperation	RBP ration breakdown point
R&U repairs and utilities	RBS Random Barrage System
RANXPE resident Army Nike-X project engineer	RC Radio Code Aptitude Area; Reserve Components
RAP rear area protection; rocket-assisted projectile	RCACS USREDCOM Command and Control System
RAPCO Regional Air Priorities Control Office	RCAF Royal Canadian Air Force
RAPCON radar approach control center	RCAT radio-controlled aerial target
RAPIDS Random Access Personnel Information Dissemination System	RCCC Reserve Component Career Counselor
RAPP registered air parcel post	RCCF Reserve Components Contingency Force
RAS rear area security	RCDC radar course directing central
RASC rear area security controller	RCDCB Regional Civil Defense Coordination Boards
RASCC Rear Area Security Control Center	RCERIP Reserve Component Equipment Readiness Improvement Program
RASO rear airfield supply organization	RCF repair cycle float
RASPE Resident Army Senscom Project Engineer	RCID recruiter code identification
RATCC Radar Air Traffic Control Center (US Navy)	RCLG recoilless gun
RATEL radiotelephone	RCLO reports control liaison officer
RATELO radiotelephone operator	RCLR recoilless rifle
RATG radiotelegram; radiotelegraph, radiotelegraphic; radiotelegraphy	RCM radar countermeasures
RATO rocket assisted takeoff	RCN Royal Canadian Navy; record control number
RATT radio teletypewriter	RCO reports control officer
RAWIN radar wind sounding	RECONDO Reconnaissance Commando Doughboy

RCPA
Reserve Components Program of the Army

RCPAC
United States Army Reserve Components Personnel and Administration Center

rcpt
reception

RCS
requirement control symbol

RCT
radar control trailer

RCTB
Reserve Components Troop Basis

rctg
recruiting

RCTP
Reserve Components Troop Program

RCTSR
Radio Code Test, Speed of Response

RCU
reserve component unit

rd
road

RD
readiness date; required date; RESTRICTED DATA Atomic Energy Act of 1954

RDAISA
United States Army Research, Development, and Acquisition Information Systems Agency

RDD
required delivery date

RDF
radio direction finder(ing)

RDP
ration distributing point

RDPC
Radar Data Processing Center

ROPE
radar data processing equipment

RDTE
research, development, test, and evaluation

RE
research engineering

REA
reentry angle

READJP
readjustment pay

REAMS
Resource Evaluation and Management System

REARM
Army program for renovation of armament manufacturing

recap
recapitulation

RECBAD
U.S. Army Recruiter Badge

recncln
reconciliation

recon
reconnaissance; reconnoiter

RECSTA
receiving station

RED
rapid excess disposal

REDCON
readiness condition

reenl
reenlist

REENLA
reenlistment allowance

REENLB
reenlistment bonus

ref
refer; refresher; reference; referred

REFORGER
return of force to Germany

REFRAD
release from active duty

REFRADT
released from active duty for training

REFRAT
released from annual training

reg
regular; regulate; regulated; regulating; regulation

REGLOS
Reserve and Guard Logistic Operations—Streamline

regt
regiment; regimental

rehab
rehabilitate

rel
relation; relative; release; released; relief; relieve; relieved

REM
roentgen equivalent man (mammal)

REMBASS
Remotely Monitored Battlefield Sensor System

REMS
remotely employed sensor

REMT
radiological emergency medical teams

rep
repair; represent; representative; represented

REPCAT
report corrective action taken

REPDU
report(ing) for duty

REPIN
reply if negative

REPR
Real Estate Planning Report

REPSHIPS
reports of shipments

rept
report

req
request

REQAFA
request advise as to further action

REQANS
request answer by (date)

REQAURQN
request authority to requisition

REQDI
request disposition instructions

REQFOLINFO
request following information be forwarded this office

REQIBO
request item be placed on back order

REQSI
request shipping instructions

REQSSD
request supply status and expected delivery date

REQSUPSTAFOL
request supply status of following

REQTAT
it is requested that

REQTRAC
request tracer be initiated

REQUCHRD
request unit of issue be changed to read

res
reserve(s)

RESCAP
Rescue Combat Air Patrol

RESDAT
RESTRICTED DATA–Atomic Energy Act of 1954

RESPO
responsible property officer

RESTA
reconnaissance, surveillance and target acquisition

RESTAT
Reserve Components Status Reporting

ret
retire

RETC
Regional Emergency Transportation Center

RETCO
Regional Emergency Transportation Coordinator

REVA
recommended vehicle adjustment

rexmit
retransmitted

RF
radio frequency; replacement factor

RFA
relieved from assigned; Reserve Forces Act; restrictive fire area;
request for assistance

RFAA
relieved from attached and assigned

RFAT
relieved from attached

RFATHREE
Reserve Forces Act of 1955, three-month's trainee

RFD
reserve forces duty

RFI
radio frequency interference; ready for issue

RFL
restrictive fire line

rflmn
rifleman

RFNA
red fuming nitric acid

RFP
request for proposal

RFQ
request for quotation

RFS
ready for sea

RFTS
radio frequency test set

RG
readiness group; reserve grade

RGRT
ranger tab

RGZ
recommended ground zero

RHA
records holding area

rhd
railhead

r/hr
roentgens per hour

RI
radiation intensity

RIA
Rock Island Arsenal

RIBS
Restructured Infantry Battalion System

RIC
routing identifier code

RICC
Reportable Item Control Code

RIF
reduction in force

RILS
Rapid Integrated Logistic Support System

RIM
receipt, inspection, and maintenance

RIMOB
Reserve Indication of Mobilization

RIN
report identification number

RISE
reliability improvement selected equipment

RISOP
Red Integrated Strategic Offensive Plan

RJE
remote job entry

rkt
rocket

RL
rocket launcher

RLT
regimental landing team; relating to; rolling liquid transporter

RMA
Rocky Mountain Arsenal

RMC
return to military control; Regular Military Compensation

RMIS
Readiness Management Information System

RMMC
regiment materiel management center

RMO
records management official

RMOC
recommended maintenance operation chart

RMP
Reentry Measurement Program

RJO
remote job output

RMR
regional maintenance representative

RMS
resource management system

RMTR
redesigned missile tracking radar

RMV
reentry measurement vehicle

RNA
rations not available

RNS
radar netting station

RNU
radar netting unit

RO
reporting officer; requisitioning objective; route order

ROAD
Reorganization Objective Army Divisions

ROAR
return of Army reparable

ROBCO
readiness objective code

ROC
required operational capability

ROCCM
controlled devices countermeasures and deception

ROCID
Reorganization of Combat Infantry Division

RODAC
Reorganization Objectives Army Division, Army, and Corps

ROE
roster of exception; Rules of Engagement

ROI
Report of Investigation

ROIC
resident officer in charge

ROICC
resident officer in charge of construction

ROID
report of item discrepancy

ROK Republic of Korea	RPMF Reserve Personnel Master File
ROKA Republic of Korea Army	RPMIO registered publication mobile issuing office
ROKPUC Republic of Korea Presidential Unit Citation Badge	RPP regional priority program; requisition processing point
ROM rough order magnitude	RPROP receiving proficiency pay
RON remain overnight	RPSCTDY return to proper station upon completion of TDY
ROP Republic of Panama; reorder point	RPSTL repair parts and special tools list
ROPA Reserve Officer Personnel Act	rqmts requirements
ROR range only radar	rqn requisition
RO/RO roll on/roll off	RQS ready qualified for stand-by
ROS reduced operational status; return from overseas	RR retro-rocket
ROTC Reserve Officers' Training Corps	RRAC Regional Resources Advisory Committee
ROTCM Reserve Officers' Training Corps Manual	RRAD Red River Army Depot
ROTCR Reserve Officers' Training Corps Region	RRB regular reenlistment bonus
RP release point (ground traffic); retained personnel	RR/EO race relations/equal opportunity
RPA Reserve Personnel, Army	RRF Rapid Reaction Forces
RPB Regional Preparedness Board	RRIS remote radar integration station
RPBG revised program and budget guidance	RRMRP Ready Reserve Mobilization Reinforcement Pool
RPC Regional Preparedness Committee; reporting to commander	RRPC Reserve Reinforcement Processing Center
RPEP Register of Planned Emergency Procedures	RRSTRAF Ready Reserve Strategic Army Forces
RPF real property facilities	RRU radio research unit
RPI real property inventory	RS regulating station; report of survey; road space; roll stabilization
RPIO registered publication issuing office	RSA Redstone Arsenal
RPL repair parts list	RSAG Reserve Storage Activity, Germersheim
RPMA real property maintenance activities	RSAC Reserve Storage Activity, Kaiserslautern

RSAL
Reserve Storage Activity, Luxembourg

RSC
record status code

RSFPP
Retired Serviceman's Family Protection Plan

RSI
receipt, storage, and issue; record status indicator; replacement
stream input; rationalization/standardization/interoperability

RSIUFL
release suspension for issue and use of following lots

RSL
remote sprint launch

RSNP
Registered Student Nurse Program

RSO
range safety officer; reconnaissance and survey officer

RSOP
reconnaissance, selection, and occupation of position

RSP
reconnaissance and security positions; render safe procedure

RSR
required supply rate

R/T
record of trial

RT
rough terrain

RTA
Royal Thai Army

RTAF
Royal Thai Armed Forces

RTB
return to base

RTC
replacement training center; requirements type contract

RTD
return to duty

RTL
Research and Technology Laboratories (AVRADOM)

RTO
rail transportation officer; railway traffic officer

RTST
Radio Technician Selection Test

RTU
Reinforcement Training Unit

RU
release unit

RUQ
rifle unqualified

RV
reentry vehicle

RVAAP
Ravenna Army Ammunition Plant

rvlr
revolver

RVNAFHMFC
Republic of Vietnam Armed Forces Honor Medal, First Class

RVNAFHMSC
Republic of Vietnam Armed Forces Honor Medal, Second Class

RVNCAMFC
Republic of Vietnam Civil Actions Medal, First Class

RVNCAMSC
Republic of Vietnam Civil Actions Medal, Second Class

RVNCAMUC
Republic of Vietnam Civil Actions Medal, Unit Citation

RVNGCUC
Republic of Vietnam Gallantry Cross Unit Citation

RVR
runway visual range

rvse
reverse

RW
rotary wing

RWBH
records will be handcarried

RWI
radio wire integration

RWNBH
records will not be handcarried

ry
railway

RYE
retirement year ending

RYM
reference your message

2-19. "S" listings

S1
Adjutant (U.S. Army)

S2
Intelligence Officer (U.S. Army)

S3
Operations and Training Officer (U.S. Army)

S4
Supply Officer (U.S. Army)

S5 Civil Affairs Officer (U.S. Army)	SAD safety and arming device
SA Secretary of the Army	SADM special atomic demolition munitions
SA small arms	SADT special active duty for training
SAA small arms ammunition	SAE site acceptance evaluation; Society of Automotive Engineers
SAA Staff Administrative Assistant; summary activity account	SAEB Special Army Evaluation Board
SAAC Special Assistant for Arms Control	SAEDA Subversion and Espionage Directed Against US Army and Deliberate Security Violations
SAAD Sacramento Army Depot	SAF Secretary of the Air Force; Special Action Force
SAAM special assignment airlift mission	SAFCMD United States Army SAFEGUARD Command
SAAP Saranton Army Ammunition Plant	SAFCPM Safeguard Communications Program Manager
SAAS Standard Army Ammunition System	SAFCPMO Safeguard Communications Program Management Office
SAB subject as above	SAFPACC Safeguard Public Affairs Coordinating Committee
SABMIS sea-based antiballistic missile intercept system; ship-based antiballistic missile system	SAFTCP Safeguard Tactical Communications Plan
SAC Strategic Air Command; supreme allied commander; supply administration center; Senate Appropriations Committee	SAFTCS Safeguard Tactical Communications System
SACC supporting arms coordination center	SAFTRANS Safeguard Transportation System
SACCS Strategic Air Command Control System	SAG study advisory group
SACEUR Supreme Allied Commander Europe	SAGE semiautomatic ground environment
SACLANT Supreme Allied Commander Atlantic	SAI Senior Army Instructor
SACLANTCEN SACLANT Antisubmarine Warfare Research Center	SAILS Standard Army Intermediate Level Supply Subsystem
SACLANTREPEUR SACLANT Representative in Europe	SAIR semiannual inventory report
SACMDR site activation commander	SAL special ammunition load
SACOM Southern Area Command	SALS Standard Army Logistics System
SACS structure and composition system	SALTI summary accounting for low-dollar turnover items
SACSA special Assistant for Counterinsurgency and Special Activities	salv salvage
	SALVDIVB Salvage Diver Badge

SALVDV
salvage dives

SAM
space-available mail; special air mission; surface-to-air missile

SAMAA
Special Assistant for Military Assistance Affairs

SAMAP
Southern Air Materiel Area, Pacific

SAMBUD
system for automation of materiel plan for Army materiel/budget

SAM-D
surface-to-air missile development

SAML
standard army management language

SAMPAM
system for automation of materiel plans for Army materiel

SAMPAN
system for automation of materiel plan

SAMS
Standard Army Maintenance System/Sample Method Survey (for family housing requirements)

SANINSP
sanitation inspector

SAO
survivor's assistance officer

S&C
strategic and critical raw material

S&D
search and destroy

S&M
supply and maintenance

SAR
search and rescue

SAR
site and acceptance review; selected acquisition report

S&S
supply and service

S&T
supply and transport

S&TI
scientific and technical intelligence

SAP
semiarmor piercing

SAPO
subarea petroleum office

SARD
special airlift requirement document

SARDA
State and Regional Defense Airlift

SAS
sealed authentication system; special ammunition stockage; staff administrative specialist

SASC
Senate Armed Services Committee

SASCOM
Special Ammunition Support Command

SASF
SIDPERS authorized strength file

SASM
Special Assistant for Strategic Mobility

SASP
special ammunition supply point

SASS
Standard Army Supply System

sat
satisfactory

SAT
Scholastic Aptitude Test; site acceptance test; security assistance team

SATCOM
satellite communication(s)

SATCON
satellite condition

SATD
Seattle Army Terminal Detachment

SATE
Study of Army Test and Evaluation

SATK
strike attack

SATNAV
satellite navigation

SAVER
Study to Assess and Validate Essential Reports

SAWS
small arms weapons system

SB
selection board; supply bulletin

SBCJ
store block control journal

SBEUA
Small Business and Economic Utilization Advisor

SBP
service benefit plan

SBPH
single burst probability of hit

SC
supply catalog; Signal Corps

SCA
Service Cryptologic Agencies; Summary Cost Account

SCAD
Schenectady Army Depot

SCAMP
standard configuration and modification program

SCAMPERS
Standard Corps-Army-MACOM Personnel System

SCAT
security control of air traffic; systems consolidation of accessions and trainees

SCATANA
Security Control of Air Traffic and Air Navigational Aids

SCC
standard commodity classification; supply control center

SCCF
security clearance case files

SCCO
security classification control officer

scd
schedule

SCD, OCSA
Staff Communications Division, Office of the Chief of Staff, Army

SCDIVBAD
Second Class Diver Badge

SCI
sensitive compartmented information

SCL
standard classification list

SCLO
Statistical Clearance Liaison Officer

SCM
summary court-martial

SCMO
summary court-martial order

SCMS
Signal Command Management System

SCN
Southern Command Network

SCO
statistical control office

SCOCE
special committee on compromising emanations

SCOOP
Support Plan to Continuity of Operations Plan

SCORES
Scenario-oriented recurring evaluation system

SCP
security classification procedure; survey control point

SCPD, OCSA
Staff Civilian Personnel Division, Office, Chief of Staff

SCPT
security control point

SCR
security change request

SCRAM
special criteria for retrograde of Army materiel

SCS
stationing capability system; security container system; special contingency stockfile

SCTD
subcaliber training device

scty
security

SCUBA
self-contained underwater breathing apparatus

SCUBADIV
Scuba Diver Badge

SD
site defense; special duty; system demonstration

SDA
source data automation

SDAF
Special Defense Acquisition Fund

SDAS
source data automation system

SDB
skill development base

SDC
shipment detail card; Space Defense Center

SDCP
supply demand control point

SDD
system definition directive; standard delivery date

SDE
standard data element

SDF
Strategic Defensive Forces

SDLO
State, Defense Liaison Office

SDNCO
staff duty noncommissioned officer

SDO
special duty only; staff duty officer

SDP
single department purchasing (agency); system development plan

SDPL
SAFEGUARD data processing laboratory

SDPO
Site Defense Project Office

SDR
splash detection radar; small development requirements

SE
system effectiveness; southeast

SEA
Service Educational Activities; Southeast Asia

SEACOP
Strategic Sealift Contingency Planning System

SEAD
Seneca Army Depot; suppression of enemy air defenses

SEAL (Navy)
sea-air-land team

SEATAF
Southern European Atomic Task Force

SEATELCOM
Southeast Asia Telecommunications System

SEAVAN
commercial- or Government-owned (or leased) shipping container

SEB
Southern European Broadcasting Service

SEBQ
Senior Enlisted Bachelor Quarters

sec
section

SEC
Scientific Estimates Committee

SECAN
Military Committee Communications Security and Evaluation Agency, Washington

SECDEF
Secretary of Defense

SECNAV
Secretary of the Navy

2LT
second lieutenant

SECOR
sequential collation of ranges

secy
secretary

SED
special electrical devices

SELCOM
Select Committee

SELD
Selectadata equipment

SEMRE
Sprint electromagnetic radiation evaluation

SEMTR
Sprint early missile test radar

SENL
standard equipment nomenclature list

SEODSE
special explosive ordnance disposal supplies and equipment

SEP
scientific and engineering personnel

SEPORT
supply and equipment report

SEPOS
selected enlisted personnel for overseas service

SEPROS
separation processing

SERE
survival, evasion, resistance and escape

SETAF
Southern European Task Force

SEV
special equipment vehicle

SEVAC
secure voice access console

SEVAS
secure voice access systems

SF
sound and flash; Special Forces; standard form

SFA
Special Foreign Activities

SFAAP
Sunflower Army Ammunition Plant

SFC
sergeant first class

SFCP
shore fire control party

SFF
site field force

SFG
special forces group

SFOB
Special Forces Operational Base

SFOD
Special Forces Operational Detachment

SFP-ANGS
Standardization Field Panel for Artillery and Naval Gunfire Support

SFS
senior flight surgeon

SFTab
Special Forces Tab

SFTS
synthetic flight training systems

SG
surgeon general

SGA
standards of grade authorization

SGAD
United States Army Depot, SAFEGUARD

SGC
spartan guidance computer

SGLI
servicemen's Group Life Insurance

SGM
sergeant major

SGS
Secretary of the General Staff

SGT
sergeant

SFC
sergeant first class

SGTR
Standardized Government Travel Regulations

SHA
station housing allowance

SHAD
Sharpe Army Depot

SHAPE
Supreme Headquarters Allied Powers Europe

SHC
Surveillance Helicopter Company

SHELREP
shelling report

SHF
super high frequency

SHIL
SHILLELAGH

SHIPDA
shipping data

SHIPDTO
ship on depot transfer order

SHIPGO
shipping order

SHIPIM
ship immediately

SHIPREQ
ship to apply on requisition

SHORAD
short-range air defense

SHPTARBY
ship to arrive not later than

SHRF
ship regular freight

SI
seriously ill; spark ignition; special intelligence

SIAD
Sierra Army Depot

SIAM
signal information and monitoring

SIAP
standard instrument approach procedure

SIC
survey information center

SICC
SAFEGUARD inventory control center

SICR
specific intelligence collection requirement

SID
standard instrument departure; strategic intelligence digests

SIDPERS
Standard Installation/Division Personnel System

SIF
selective identification feature (used with IFF)

SIG
Senior Interdepartmental Group

sig
signal; signaler; signalman(men)

SIGCEN
signal center

SIGINT
signals intelligence

SIGMA
site information generation and materiel accountability plan

SIGMALOG
simulation and gaming methods for analysis of logistics

SigO
signal officer

SIGSEC
signals security

SIIC
special interest item code

SIL
seriously ill list

sil
silver

SILSP
SAFEGUARD integrated logistics support plan

SIMS
selected item management system

simul
simultaneous

SIN
study item number

SIOP
Single Integrated Operational Plan

SIP
standard inspection procedure; standardization instructor pilot; systems implementation plan

SIPS
Spartan improved performance study

SIR
serious incident report

SIS
satellite intercept system

SISMS
Standard Integrated Support Management System

SISR
selected item status report

SISTMS
Standard Integrated Supply/Transportation Manifest System

SIT
statement of inventory transaction

sit
situation; situate

SITREP
situation report

SIW
self-inflicted wounds

SJA
Staff Judge Advocate

SL
safety level; sound locator; squad leader; storage location

SLAAP
St. Louis Army Ammunition Plant

SLAM
supersonic low-altitude missile

SLAR
side-looking airborne radar

SLBM
sea-launched ballistic missile

SLC
side lobe cancellation; stockage list code

SLCM
sea-launched cruise missile

SLEP
service life extension program

SLI
shelf life item

SLIN
standard line item number

SLM
Silver Life-Saving Medal

SLS
side lobe suppression (radar)

SLUFAE
surface-launched fuel-air explosives

SM
service member; soldier's manual; supply manual; system manager; soldier's medal

SMA
Sergeant Major of the Army

SMCSG
Special Military Construction Study Group

SMD, OCSA
Staff Management Division, Office of the Chief of Staff, Army

SME/SC
Sprint missile engineering/service course

SMERE
Sprint missile electromagnetic radiation evaluation

SMIS
SAFEGUARD management information system

SMISOP
SAFEGUARD management information system operating program

SMOA
single manager operating agency

SMOS
secondary military occupational specialty

SMOSC
secondary/additional military occupational specialty code

SMP
Simultaneous Membership Program

SMPR
supply and maintenance plan and report

SMR
special money requisition; stock management report

SMRAS
SAFEGUARD maintenance and reporting analysis system

SMR/MIS
Supply, Maintenance, and Readiness Management Information System (an element of LOGMIS)

SMWP
strategic mobility work project

SN
service number; serial number

SNAP
short notice annual practice; systems for nuclear auxiliary power

SNDV
strategic nuclear delivery vehicles

SNIES
Special National Intelligence Estimates

SNL
standard name line; standard nomenclature list

SNOK
secondary next of kin

SNPRI
selected nonpriority list item(s)

SO
shipment order; special orders; stockage objectives

SOA
special open allotment; special operating agency; speed of advance

SOC
special operations command

SOCAD
Servicemembers Opportunity College Associates Degree

SOCOM
Special Operations Command

SOCSE
Special Operations Communications Elements

SOD
special operations detachment

SOE
status of equipment

SOF
strategic offensive forces

SOFA
Status of Forces Agreement

SOFPA
Special Operating Forces, Pacific

SOI
signal operation instructions

SOLO
status of logistics offensive

SOLOG
Standardization of Certain Aspects of Operations and Logistics

SOMF
SIDPERS organization master file

SOMISS
Study of Management Information Systems Support

SOMRB
Senior officers materiel review board

SONCM
sonar countermeasures and deception

SOP
standing operating procedure

SOPA
senior officer present afloat

SOR
specific operational requirement

SORB
Subsistence Operations Review Board

SORC
sound ranging control

SORNG
sound ranging

SORR
SIGINT operations readiness review

SOS
Sprint operations shelter; statement of service

SOSE
Special operations support element

SOSUS
sound surveillance systems

SOTF
Special Operations Task Force

SOTFE
Support Operations Task Force, Europe

SOVNROF
State of Vietnam Ribbon of Friendship (Presidential Unit Commendation)

SOW
statement of work

SP
self-propelled; start point

SP
shore party; shore police

SP 4, 5, 6, & 7
specialists 4, 5, 6, and 7

SPA
strategic posture analysis; skill performance aid

SPACETRACK
National Space Surveillance Control Center

SPACON
space control

SPADATS space detection and tracking system	SpSQualBad Sharpshooter Qualification Badge
SPADS Sprint air-directed defense system; STRATCOM Program Automated Data System	SPV special purpose vehicles
SPASUR Space Surveillance System	SPWAR special warfare
SPCC ships parts control center	SQAP supplementary quality assurance provisions
SPCM special court-martial	sqdn squadron
SPCMO special court-martial order	SQI special qualifications identifiers
SPD separation program designator	SQS skill qualification score
spec specification	SQT skill qualification test
SPECAT special category	SR separate rations; service record; shipment request; special regulations; supporting research
SPECOMME Specified Command Middle East	SRA ship radio authorization; specialized repair activity
SPEED Systemwide Project for Electronic Equipment at Depots	SRAA Senior Army Advisor
SPEEDEX Systemwide Project for Electronic Equipment at Depots Extended	SRAAG Senior Army Advisor, Army National Guard
SPEF single program element funding	SRAAR Senior Army Advisor, United States Army Reserve
SPF SIDPERS personnel file	SRACCMB Senior Aircraft Crewman Badge
SPH statement of personal history	SRAM short-range attack missile
SPIW special purpose individual weapon	SRAP service record and allied papers
SPM self-propelled mount; security program manager	SRARAV senior army aviator
SPO signal property office; systems program office	SRARAVB Senior Army Aviator Badge
SPOMCUS selective prepositioning of materiel configured to unit sets	SRB selective reenlistment bonus
SPP system package program	SRC standard requirement code
SPR system program review	SRCP Special Reserve Components Program
SPRS Single Passenger Reservation System	SREODB Senior Explosive Ordnance Disposal Badge
SPS special services	SRF selected reserve force
	SRFLSBAD Senior Flight Surgeon Badge

SRI
standby request for information; Stanford Research Institute

SRIB
SAC strike route information book

SRO
standing route order

SROTC
Senior Reserve Officers' Training Corps

SRP
SAFEGUARD readiness posture

SPRCHTB
Senior Parachutist Badge

SS
Silver Star; staff specialist

SSA
Social Security Administration; source selection authority; staff supply assistant; standard system applications; supply support arrangements; supply support activity

SSAC
source selection advisory council

SSAG
Strategic Studies Advisory Group

SSB
single side band

SSBN
United States Nuclear Missile Submarine

SSC
senior service college; supply status code

SSCCB
SAFEGUARD System Configuration Control Board

SSCO
shipper service control office; system security control officer

SSD
Specialized Support Depot

SSDRS
SAFEGUARD system design release schedule

SSE
signal security element; system status evaluation; south-south-east

SSEB
source selection evaluation board

SSE/EWE
SIGINT support element/electronic warfare element

SSF
service storage facility

SSG
staff sergeant

SSI
standing signal instructions

SSI
shoulder sleeve insignia; sustaining support increment; specialty skill identifier

SSIM
statistical, sampling inventory method

SSKP
single-shot kill probability

SSM
surface-to-surface missile; system support manager; system security manager

SSMCNP
SAFEGUARD system management communications network program

SSMSN
surface-to-surface mission

SSN
social security number; specification serial number

SSNS
Standard Study Numbering System

SSO
safety/security officer

SSP
SACEUR Scheduled Program; single-shot probability; sustained superior performance

SSR
supply support request

SSS
standard supply system

SSSC
self-service supply centers

SSSO
specialized surplus sales office

SSVC
Selective Service

SSW
south-southwest

SSZ
specified strike zone

ST
service test; short tour; special text

STA
staff training assistant

sta
station; status

STAAS
surveillance and target acquisition aircraft system

STACOM
Standard Army COM

STADIN
Standing Administrative Instruction for Army Attaches

STALO
stable local oscillator

STANAG
Standardization Agreement

STANFINS
Standard Financial System

STANO
surveillance, target acquisition, and night observation

STAR
standard terminal arrival route

STARCOM
Strategic Army Communications System

STARPUBS
Standard Army Publications System

stat
statistic

STATE DEPT
Department of State

STATEM
Shipment Status System

stby
standby

STC
sensitivity time control

STCFEO
United States Army Science and Technology Center, Far East Office

std
standard; standing

ST&E
security test and evaluation

steno
stenographer

STEP
SAFEGUARD Test and Evaluation Program

STFF
SAFEGUARD Tactical Field Force

STFG
staffing guides (Department of the Army)

STGT
secondary target

STINFO
scientific and technical information

STIT
scientific and technical information team

STIT-EUR
Scientific and Technical Information Team, Europe

STKF
stock fund

STKFA
stock fund accounting

STKFS
stock fund statement

STL
stockage list

STLI
stockage list item(s)

STOL
short takeoff and landing

STON
short ton

STPX
systems training program exercise

STRABAD
strategic base air defense

STRAF
United States Strategic Army Forces

STRAFIP
STRAF readiness improvement program

STRAGL
straggler line

strato
stratosphere

STRIKFLTANT
Striking Fleet Atlantic

STS
stockpile to target sequence

stu
student

sub
submarine; substitute

subj
subject

SUBMACOM
major Army subcommand

SUBNO
substitutes not desired

SUBOK
substitution acceptable

subv
subversion

sug
suggest

SUL
simplified user logistics

SULF
Speedball up-range launch facility

SUM
surface-to-underwater missile

SUPCOM
support command

SUPINTREP
supplementary intelligence report

suppl
supplement

SUPPT
supply point

supv
supervise; supervisor

SURS
Surface Export Cargo System

SURVM
surveillance and maintenance

SUSMOP
Senior United States Military Observer Palestine

susp
suspend

SVADA
Savanna Army Depot Activity

SVC
service; serviced; servicing

SW
special weapon; southwest

SWA
seriously wounded in action

SWB
short wheelbase

swbd
switchboard

SWCENT
switching central

SWM
special warfare mission

SWO
staff weather officer

SWOC
Special Weapons Operation Center

SWP
special working party

SWSM
Special Weapons Supply Memorandum

SWTI
Special Weapons Technical Instructions

SY
school year

SYMWAR
system for estimating wartime attrition and replacement requirements

sync
synchronize; synchro-mechanism

sys
system

SYSCON
systems control

SYSTEP
systems test and evaluation plan

2-20. "T" listings

TA
table of allowance, target area; theater Army; time and attendance (card or record)

TAA
total Army analysis

TAABS
The Automated Army Budget System

TAACOM
Theater Army Area Command

TAADCOM
Theater Army Air Defense Command

TAADS
The Army Authorization Documents System

TAALS
The Judge Advocate General Automated Army Legal System

TAAM
transportation Army aviation maintenance

TAARS
The Army Ammunition Reporting System

tab
tabulate

TAB
Target acquisition battalion

tac
tactic; tactical; tactics

TAC
Tactical Air Command; transportation account code; type of activity code

TACA
tactical air coordinator, airborne

TACAC
Theater Army Civil Affairs Command

TACAIR
tactical air

TACAN tactical air navigation	TAG The Adjutant General
TACC tactical air control center	TAGCEN United States Army Adjutant General Center
TACCTA tactical commander's terrain analysis	TAGO The Adjutant General's Office
TACCS Tactical Army Combat Service Support (CSS) Computer System	TAHQ theater army headquarters
TACFDC Tactical Fire Direction Center	TAJAG The Assistant Judge Advocate General
TACFIRE tactical fire direction system	TALOG theater army logistical command
TACG tactical air control group	TAMA Training Aids Management Agency
TACL theater authorized consumption list	TAMC Tripler Army Medical Center
TACLOG tactical-logistical group	TAMIRAD tactical mid-range air defense program
TACMAR tactical multifunction array radar	TAMMS The Army Maintenance Management System
TACOM Tactical Army COM	TAMC training aids management office
TACOMM tactical communications	TAOC The Army Operations Center
TACP tactical air control party	TAOR tactical area of responsibility
TACRON tactical air control squadron	TAPAC Transportation, Allocations, Priorities, and Controls (Committee)
TACS tactical air control system; theater army communication	TAPER temporary appointment pending establishment of register
TACSATCOM tactical satellite communications	TAPFOR The Army Portion of Force Status and Identity Report (FORSTAT)
TAD tactical air direction; temporary additional duty	TAPS tactical area positioning system
TADC tactical air direction center	TAR technical action request; terrain avoidance radar
TADS tactical automatic digital switch	TARABS tactical air reconnaissance and aerial battlefield surveillance
TAEDP total Army equipment distribution program	TARADCOM United States Army Tank-Automotive Research and Development Command
TAF tactical air force	TARC The Army Research Council; theater army replacement command
TAFCSO total active Federal commissioned service to date	TARCOM United States Army Tank-Automotive Materiel Readiness Command
TAFFS The Army Functional Files System	TAREX target exploitation
TAFMSD total active Federal military service to date	

TARMOCS The Army Operations Center System	TBL through bill of lading
TARS theater army replacement system	TBM tactical ballistic missile
TARTC theater army replacement and training command	TBMD terminal ballistic missile defense
TAS tactical automatic switch; (The) Army Staff; true airspeed	TBO transactions by others
TASA Task and Skill Analysis	TBOI tentative basis of issue
TASAMS The Army Supply and Maintenance System	TC technical characteristics; training center; training circular; transaction code; Transportation Corps; trial counsel
TASC training and audiovisual support center	TCA terminal control area
TASE Tactical Air Support Element	TCAAP Twin Cities Army Ammunition Plant
TASL theater authorized stockage list	TCC transportation control card; transport control center; troop carrier command
TASO terminal area security officer; training and audiovisual support officer	TCCPSWG tactical command and control procedures standardization working group
TASP The Army Studies Program	TCF troop carrier forces
TASS tactical air support section; The Army Study System	TCLAS type classification
TASSO tactical special security office	TCLSC Theater COMSEC Logistic Support Center
TASTA The Administrative Support Theater Army	TCMD transportation control and movement document
TATAWS tank-antitank/assault weapons requirements study	TCN transportation control number
TATSA transportation aviation test and support	TCO termination contracting officer; test control officer; tactical control officer
TAWS tactical warfare center	TCP traffic control post; traffic control point
TB technical bulletin; troop basis; tuberculosis	tc transceiver
TBA to be activated	TCR Transportation Corps release
TBAN to be announced	TCS temporary change of station
TBD terminal bomber defense; to be determined	TCTC Transportation Corps Technical Committee
TBGTA travel by Government transportation authorized	TCTM aircraft time compliance technical
TBI to be activated	TCV troop carrying vehicle

TD
table(s) of distribution; transmitter distributor; Tactical Director

TDA
tables of distribution and allowances

TDAMTB
TDA Mobilization Troop Basis

TDFS
terminal digit fitting system

TDHGA
Travel of dependents and household goods authorized

TDI
target data inventory

TDIP
total disability income provisions

TDIS
time distance

TDLR
training device letter requirement

TDM
time division multiplexing

TDMTB
TD Mobilization Troop Basis

TDP
target director post; technical data package; test design plan

TDPFO
temporary duty pending further orders

TDPL
technical data package list

TDR
training device requirement

TDRL
Temporary Disability Retired List

TDTG
true date-time group

TDY
temporary duty

TEAC
turbine engine analysis check

TEAD
Tooele Army Depot

TEAMUP
Test, Evaluation, Analysis, and Management Uniformity Plan

TEC
Training Extension Course

tech
technical; technician

TECOM
United States Army Test and Evaluation Command

TECR
technical requirement

TECSTAR
technical missions, structures, and career development

TED
training equipment development

TEEL
Temporary Expedient Equipment List

TEL
transporter-erector-launcher

TELD
Teledate equipment

telecom
telecommunications

TELECON
teletypewriter conference

temp
temporary

TERENV SVC
terrestrial environmental services

TERMS
Terminal Management System

TERPS
terminal instrument procedures

TESTCOMDNA
Test Command Defense Nuclear Agency

TETAM
Tactical Effectiveness Testing Antitank Missiles

TEU
United States Army Technical Escort Unit

TEWS
tactical effectiveness of weapons systems

TEWT
tactical exercise without troops

tf
timeframe

TF
task force

TF
total forfeiture; training film

TFCSD
total Federal commissioned service to date

TFO
transactions for others

TFOS
Total Federal Officer Service

TFT
tabular firing tables

TFW
United States Air Force tactical fighter wing

TG
task group

TGBL
through Government bill of lading

TGH
Tripler General Hospital

TGMTS
tank gunnery and missile tracking system

tgt
target

T-H
trans-hydro

THQ
theater headquarters

TI
technical inspection; technical intelligence

TIC
target intercept computer

TICF
transient installation confinement facility

TICP
theater inventory control point

TIG
The Inspector General

TIIF
tactical imagery interpretation facility

TIMAR
near-term improvement in materiel asset reporting

TIMIG
time in grade

TIMINT
time interval

TIN
temporary identification number

TIOH, USA
The Institute of Heraldry, United States Army

TISA
Troop Issue Subsistence Activity

TISO
troop issue subsistence officer

TIWG
Test Integration Working Group

tj
trajectory

TJADC
Theater Joint Air Defense Command

TJAG
The Judge Advocate General

TJAGSA
The Judge Advocate General's School, United States Army

TJC
trajectory chart

TJD
trajectory diagram

TJOC
theater joint operations center

TKTRANSR
tank transporter

TL
team leader; time lengths; Transport/Loader

tl
truckload

TLA
temporary lodging allowance; travel and living allowance

TLC
thin layer chromatography

TLD
technical logistics data

TLE
target location error

TLDI
technical logistics data and information

TLO
technical liaison officer

TLP
total loss of pay

TLV
threshold limit values

tlymn
talleyman

TM
technical manual

TMA
Taiwan Maintenance Agency; total materiel assets

TMAO
troop movement assignment order

TMCC
Theater Movement Control Center

TMCRL
tailored master cross reference list

TMDE
test, measurement, and diagnostic equipment

TMICP
topographic map inventory control point

TMMC
Theater Materiel Management Center

TMO
total materiel objective; transportation movements office(r)

TMP
technical manual parts; transportation motor pool

TMPO
Total Materiel Procurement Objective

TMR
total materiel requirement; transportation movements release

TMSD
total military service to date

TMT
transportation motor transport

TN
thermonuclear

tng
training

TNGLIT
training literature

TO
technical order; theater of operations; transportation officer; travel order

TOA
Terms of Agreement; total obligational authority; tradeoff analysis; time of arrival

TOAD
Tobyhanna Army Depot

TOC
tactical operations center; technical order compliance; theater of operations command

TOD
time of delivery; tradeoff determination

TODC
Theater Oriented Depot Complex

TOE
term of enlistment; table(s) of organization and equipment

TOEMTB
TOE Mobilization Troop Basis, Annex VII to the Department of the Army Mobilization Planning and Programming Guidance Document

TOF
time of filing

TOFDC
total operational flying duty credit

TOI
term of induction

topo
topographic; topography

TOPSTAR
The Officer Personnel System, The Army Reserve

TOR
terms of reference; time of receipt

torp
torpedo

TORPCM
torpedo countermeasures and deception

TOS
tactical operations system; term of service; type of shipment

TOT
time of transmission; time on target (artillery support) or time over target (air support)

TOW
tube-launched, optically tracked, wire-guided

TP
technical publication; troop program; transportation priority

tp
teleprocessing

TPFDD
Time-Phased Force Deployment Data

TPHSG
troop housing

TPI
technical proficiency inspection

TPMG
The Provost Marshal General

TPO
telecommunications program objective

TPP
total package procurement

TPSN
troop program sequence number

TPTRL
time-phased transportation requirements list

TPU
troop program unit

TR
test report; transportation request

TRADAD
trace to destination and advise

TRADEX
target resolution discrimination experiment

TRADOC
United States Army Training and Doctrine Command

tran
transient

trans
transport

TRAPP
training and retention as permanent party

TRC
type requisition code

TREAS DEPT
Department of Treasury

TREE
transient radiation effect on electronics

trf
transfer

TRICAP
triple capability

trkdr
truck-drawn

trkhd
truckhead

trkmt
truck-mounted

TRO
truck route order

TROSCOM
United States Army Troop Support Command

TRP
traffic regulation point; target reference point

TRR
target ranging radar

TRV
tank recovery vehicle

TRVEH
tracked vehicle

TS
terminal service; TOP SECRET; transit storage

TSA
US Army Troop Support Agency

TSARC
Test Schedule and Review Committee

TSB
twin sideband

TSCDP
Technical Service Career Development Program

TSCO
Top Secret control office(r)

TSD
theater shipping document

TSE
tactical support equipment

TSEC
telecommunications security

TSG
The Surgeon General

TSGAD
Triservice Group on Air Defense

TSI
technical standardization inspection

TSIT
technical service intelligence team

TSO
transportation supply officer

TSOP
tactical standing operating procedure

TSOR
tentative specific operational requirements

TT
Technical Test; Troop Test

tt
teletypewriter

TTCC
The Technical Cooperation Committee

TTCP
The Technical Cooperation Program

TTCU
Teletypewriter Control Unit

TTMCFC
theater-type mobilization corps force capabilities

TTMCFO
theater-type mobilization corps force objective

TTP&S
trainees, transients, patients, and students program

TTR
target tracking radar

TTU
terminal transportation unit

TU
Turkey; task unit

TUSAB
The United States Army Band

TUSAC
The United States Army Chorus

TUSIDBAD
Tomb of the Unknown Soldier Identification Badge

TUSLOG
The United States Logistics Group

TV
television; transport vehicles; travel voucher

TVI
television interference

tvl
 travel

 TVLALWS
 travel allowance on separation

 TVOR
 terminal VHF omnidirectional range

 TVRB
 Tactical Vehicle Review Board

 TWI
 training with industry

 TWS
 tactical weather station

 TWT
 traveling wave tube

 TWX
 teletypewriter exchange (commercial)

 TY
 total yield

 TYCOM
 type commander

 TZ
 tactical zone

2-21. "U" listings

UA
 uniform allowance

 UAM
 underwater to air missile

 UCMJ
 Uniform Code of Military Justice

 UCODES
 United Identification System Report

 UCP
 Unified Command Plan

 UD
 undesirable discharge

 UDHS
 unit demand history summary

 UDT
 underwater demolition team

 UE
 unit exhausted

 UEE
 unit essential equipment

 UEPR
 unsatisfactory equipment performance report

 UET
 universal engineer tractor

UF
 unit of fire

 UFA
 until further advised

 UFD
 universal firing device

 ugnd
 underground

 UH
 utility helicopter

 UHA
 ultra high altitude

 UHC
 under honorable conditions

 UHF
 ultra high frequency

 U/I
 unit of issue

 UIC
 unit identification code

 UICIO
 unit identification code information officer

 UKB
 universal keyboard

 UL
 underwriters laboratory

 ULDEST
 ultimate destination

 UMA
 unscheduled maintenance action

 UMAD
 Umatilla Army Depot

 UMC
 unit mail clerk; unit manning report

 UMD
 unit movement data

 UMI
 unit movement identifier

 UML
 universal mission load

 UMMIPS
 Uniform Materiel Movement and Issue Priority System

 UMR
 unsatisfactory material reports

 UMT
 Universal Military Training

 UMTA
 Urban Mass Transportation Administration, Department of Transportation

UMTS
Universal Military Training and Service

UNAAF
Unified Action Armed Forces

unalot
unallotted

unasgd
unassigned

unauthd
unauthorized

UNC
United Nations Command

unclas
unclassified

UNCMAC
United Nations Command Military Armistice Commission

UNCR
United Nations Command (Rear)

UNCURK
United Nations Commission for the Unification and Rehabilitation
of Korea

UND
Urgency of Need Designator

undetm
undetermined

UNDOF
United Nations Disengagement Observer Force

UNEF
United Nations Emergency Forces

unfav
unfavorable

UNFICYP
United Nations Forces in Cyprus

UNFURNOTE
until further notice

UNHCR
United Nations High Commissioner for Refugees

UNICEF
United Nations Children's Fund

unif
uniform

UNIFIL
United Nations Interim Forces in Lebanon

univ
universal; university

unk
unknown

UNKRA
United Nations Korean Reconstruction Agency

unliq
unliquidated

UNM
United Nations Medal

UNMOGIP
United Nations Military Observer Group in India and Pakistan

UNMSC
United Nations Military Staff Committee

UNOGIL
United Nations Observation Group in Lebanon

unpd
unpaid

unqual
unqualified

UNREF
United Nations Refugee Fund

UNRWA
United Nations Relief and Works Agency

unsat
unsatisfactory

UNSFH
United Nations Security Forces, Hollandia

UNSM
United Nations Service Medal

unsvc
unserviceable

UNTAG
United Nations Transition Assistance Group

UNTSO
United Nations Truce Supervision Organization Observers

UO
undelivered orders

UOHC
under other than honorable conditions

UOS
undelivered order schedule

UP
under provisions of; unit price

UPC
unit processing code

UPO
unit personnel officer

UPS
under provisions of section; unit personnel section

UPTT
unit personnel and tonnage table

UR
unfinanced requirement(s); unsatisfactory report

urg
urgent

URMSG
your message

URR
Unit Readiness Report

URS
unit reference sheet

URT
unit recruit training

U.S.
United States (of America)

USA
United States Army

USAAA
United States Army Audit Agency

USAABMDA
United States Army Advanced Ballistic Missile Defense Agency

USAABMU
United States Army Aircraft Base Maintenance Unit

USAABNSOTBD
United States Army Airborne and Special Operations Test Board

USAADCENFB
United States Army Air Defense Center and Fort Bliss

USAADS
United States Army Air Defense School

USAADTA
United States Army Aircraft Development Test Activity

USAADTC
United States Army Armor and Desert Training Center

USAAGAR
United States Army Advisory Group (USAR)

USAAGNG
United States Army Advisory Group (ARNGUS)

USAAGPC
United States Army Adjutant General's Publications Center

USAAMC
United States Army Aeromedical Center

USAAPDT
United States Army Aviation Precision Demonstration Team

USAARENBD
United States Army Armor and Engineer Board

USAARL
United States Army Aeromedical Research Laboratory (Fort Rucker, AL)

USAARMA
United States Assistant Army Attache

USAARMC
United States Army Armor Center

USAARMHRU
United States Army Armor Human Research Unit (Fort Knox, KY)

USAARMS
United States Army Armor School

USAASD-E
United States Army Aeronautical Services Detachment, Europe

USAASD-LA
United States Army Aeronautical Services Detachment, Latin America

USAASD-PAC
United States Army Aeronautical Services Detachment, Pacific

USAASO
United States Army Aeronautical Services Office

USAATC
United States Army Arctic Test Center

USAAVA
United States Army Audio-Visual Agency

USAAVLABS
United States Army Aviation Materiel Laboratories

USAAVNC
United States Army Aviation Center

USAAVNHRU
United States Army Aviation Human Research Unit (Fort Rucker, AL)

USAAVNS
United States Army Aviation School

USAAVNTBD
United States Army Aviation Test Board

USAB
United States Army, Berlin

USABIOLABS
United States Army Biological Laboratories

USABRL
United States Army Ballistic Research Laboratories

USABVAPAC
United States Army Broadcasting and Visual Activities, Pacific

USAC
United States Army Corps

USACAA
United States Army Concepts Analysis Agency

USACAC
United States Army Combined Arms Center

USACAK
United States Army Construction Agency, Korea

USACATB
United States Army Combat Arms Training Board

USACCA
United States Army Congressional Correspondence Agency

USACCL
United States Army Coating and Chemical Laboratory

USACCSA
United States Army Command and Control Support Agency

USACARA
United States Army Civilian Appellate Review Agency

USACDEC
United States Army Combat Developments Experimentation Command

USACE
United States Army Corps of Engineers

USACEIBN
United States Army Communications–Electronics Installation Battalion

USACENCDCSA
United States Army Corps of Engineers National Civil Defense Computer Support Agency

USACGSC
United States Army Command and General Staff College

USACHB
United States Army Chaplain Board

USACHS
United States Army Chaplain School

USACIDC
United States Army Criminal Investigation Command

USACIL
United States Army Criminal Investigation Laboratory

USACIU
United States Army Command Information Unit

USACMA
United States Army Club Management Agency

USACMLS
United States Army Chemical School

USACMR
United States Army Court of Military Review

USACOMISA
United States Army Communications Management Information Systems Activity

USACOMZEUR
United States Army Communications Zone, Europe

USACPED
United States Army Central Physical Evaluation Board

USACRC
United States Army Crime Records Center

USACRREL
United States Army Cold Regions Research and Engineering Laboratory

USACS
United States Army Courier Service

USACSLA
United States Army Communications Security Logistics Agency

USADAC
United States Army Davison Aviation Command

USADACS
United States Army Defense Ammunition Center and School

USADCI
United States Army Depot Command Japan

USADEG
United States Army Departments' Education Group

USADIP
United States Army Deserter Information Point

USADJ
United States Army Depot, Japan

USADRB
United States Army Discharge Review Board

USAE
United States Army Engineer

USAEAGSC
United States Army, Europe, Adjutant General Support Center

USAEARA
United States Army Equipment Authorization Review Activity

USAECA
United States Army Electronics Command Computation Agency

USAEGBDE
United States Army Engineer Center Brigade

USAEFCB
United States Army Engineer Center & Fort Belvoir

USAEDE
United States Army Engineer Division, Europe

USAEDH
United States Army Engineer Division, Huntsville

USAEDLMV
United States Army Engineer Division, Lower Mississippi Valley

USAEDMR
United States Army Engineer Division, Missouri River

USAEDNA
United States Army Engineer Division, North Atlantic

USAEDNC
United States Army Engineer Division, North Central

USAEDNE
United States Army Engineer Division, New England

USAEDNP
United States Army Engineer Division, North Pacific

USAEDOR
 United States Army Engineer Division, Ohio River

USAEDPO
 United States Army Engineer Division, Pacific Ocean

USAEDSA
 United States Army Engineer Division, South Atlantic

USAEDSP
 United States Army Engineer Division, South Pacific

USAEDSW
 United States Army Engineer Division, Southwestern

USAEEA
 United States Army Enlistment Eligibility Activity

USAEFMA
 United States Army Electronics Command Financial Management Agency

USAEHA
 United States Army Environmental Hygiene Agency

USAEIS
 United States Army Electronic Intelligence and Security

USAEMCA
 United States Army Engineer Mathematical Computation Agency

USAEPA
 United States Army Electronics Command Patent Agency

USAEPG
 United States Army Electronic Proving Ground

USAEPMARA
 United States Army, Europe, Personnel Management and Replacement Activity

USAERA
 United States Army Electronics Command Logistics Research Agency

USAERDAA
 United States Army Electronics Research and Development Activity, Fort Huachuca, Arizona

USAERDAW
 United States Army Electronics Research and Development Activity, White Sands, NM

USAEREC
 United States Army Enlisted Records and Evaluation Center

USAERG
 United States Army Engineer Reactor Group

USAES
 United States Army Engineer School

USAESEIA
 United States Army Electronic Systems Engineering Installation Agency

USAET&DL (ECOM)
 United States Army Electronics Technology and Devices Laboratory (ECOM)

USAETL
 United States Army Engineer Topographic Laboratories

USAEU
 United States Army Exhibit Unit

USAF
 United States Air Force

USAFABD
 United States Army Field Artillery Board

USAFAC
 United States Army Finance and Accounting Center

USAFACFS
 United States Army Field Artillery Center and Fort Sill

USAFAS
 United States Army Field Artillery School

USAFB
 United States Army Field Band

USAFESA
 United States Army Facilities Engineering Support Agency

USAFI
 United States Armed Forces Institute

USAFOCA
 United States Army Field Operating Cost Agency

USAFOF
 United States Army Flight Operations Facility

USAFSG
 United States Army Field Support Group

USAG
 United States Army Garrison

USAGMPA
 United States Army General Materiel and Petroleum Activity

USAH
 United States Army Hospital

USAHC
 United States Army Health Clinic

USAHEL
 United States Army Human Engineering Laboratories

USAHSDSA
 United States Army Health Services Data Systems Agency

USAHTN
 United States Army Hometown News Center

USAIA
 United States Army Institute of Administration; United States Army Intelligence Agency

USAIB
 United States Army Infantry Board

USAIC
 United States Army Infantry Center

USAICA
 United States Army Interagency Communications Agency

USAICS
 United States Army Intelligence Center and School

USAIDR
 United States Army Institute of Dental Research

USAIIA
 United States Army Imagery Interpretation Agency

USAILCOM
 United States Army International Logistics Command

USAILG
 United States Army International Logistics Group

USAIMA
 United States Army Institute for Military Assistance

USAIMC
 United States Army Inventory Management Center

USAINFHRU
 United States Army Infantry Human Research Unit (Fort Benning, GA)

USAIRA
 United States Air Attache

USAIRR
 United States Army Investigative Records Repository

USAIS
 United States Army Infantry School

USAISC
 United States Army Information Systems Command

USAISC-A
 United States Army Information Systems Command-Alaska

USAISC-AMC
 United States Army Information Systems Command-AMC

USAISC-CIDC
 United States Army Information Systems Command-CIDC

USAISC-HSC
 United States Army Information Systems Command-HSC

USAISC-5th Sig Cmd
 United States Army Information Systems Command-5th Signal Command

USAISC-FORSCOM
 United States Army Information Systems Command-FORSCOM

USAISC-INSCOM
 United States Army Information Systems Command-INSCOM

USAISC-MTMC
 United States Army Information Systems Command-MTMC

USAISC-7th Sig Cmd
 United States Army Information Systems Command-7th Signal Command

USAISC-SO
 United States Army Information Systems Command-South

USAISC-TRADOC
 United States Army Information Systems Command-TRADOC

USAISC-WESTCOM
 United States Army Information Systems Command-WESTCOM

USAISD
 United States Army Intelligence School, Fort Devens

USAISMA
 United States Army Information Systems Management Activity

USAISR
 United States Army Institute of Surgical Research (Fort Sam Houston, TX)

USAISSAA
 United States Army Information Systems Selection and Acquisition Activity

USAISSC
 United States Army Information Systems Software Support Command

USAITAC
 United States Army Intelligence and Threat Analysis Center

USAITFG
 United States Army Intelligence Threats and Forecasts Group

USAJFKCENMA
 United States Army John F. Kennedy Center for Military Assistance

USAJSC
 United States Army Joint Support Command

USAKORSCOM
 United States Army Korea Support Command

USALAPA
 United States Army Los Angeles Procurement Agency

USALCA
 United States Army Logistic Control Activity

USALDRHRU
 United States Army Leadership Human Research Unit (Presidio of Monterey, CA)

USALEA
 United States Army Logistics Evaluation Agency

USALOGC
 United States Army Logistics Center

USALSA
 United States Army Legal Services Agency

USALWL
 United States Army Limited War Laboratory

USAMAA
 United States Army Memorial Affairs Agency

USAMANRRDC
 United States Army Manpower Resources Research and Development Center

USAMBRDL
 United States Army Medical Bioengineering Research and Development Laboratory (Fort Detrick, MD)

USAMC
 United States Army Materiel Command

USAMCC
United States Army Metrology and Calibration Center

USAMCFG
United States Army Medical Center, Fort Gordon

USAMD
United States Army Missile Detachment

USAMDAR
United States Army Medical Depot Activity, Ryukyu Islands

USAMEDCOMEUR
United States Army Medical Command, Europe

USAMEOS
United States Army Medical Equipment and Optical School

USAMERDC
United States Army Mobility Equipment Research and Development Center

USAMFSS
United States Army Medical Field Service School

USAMHRC
United States Army Military History Research Collection

USAMIDA
United States Army Major Item Data Agency

USAMIIA
United States Army Medical Intelligence and Information Agency

USAML
United States Army Medical Laboratory

USAMMA
United States Army Medical Materiel Agency

USAMMAPAC
United States Army Medical Materiel Agency, Pacific

USAMMC
United States Army Maintenance Management Center

USAMMCS
United States Army Missile and Munitions Center and School

USAMMT
United States Army Military Mail Terminal

USAMP
United States Army Mine Planter

USAMP&CS/TCTFM
United States Army Military Police and Chemical Schools/Training Center and Fort McClellan

USAMPHIBFOR
United States Amphibious Forces

USAMPS
United States Army Military Police School

USAMPTAO
United States Army Military Personnel and Transportation Assistance Office

USAMRDC
United States Army Medical Research and Development Command (Washington, D.C.)

USAMRIID
United States Army Medical Research Institute of Infectious Diseases (Fort Detrick, MD)

USAMRL
United States Army Medical Research Laboratory (Fort Knox, KY)

USAMRNL
United States Army Medical Research and Nutrition Laboratory (Denver, CO)

USAMRU
United States Army Medical Research Unit (Malaysia, Panama)

USAMS
United States Army Management School

USAMSSA
United States Army Management Systems Support Agency

USANA
United States Army Nuclear Agency

USANCG
United States Army Nuclear Cratering Group

USANDL
United States Army Nuclear Defense Laboratory

USANWTC
United States Army Northern Warfare Training Center

USAOCS
United States Army Ordnance Center and School

USAORRF
United States Army Ordnance Rocket Research Facility

USAPACDA
United States Army Personnel and Administration Combat Developments Activity

USAPAE
United States Army Procurement Agency, Europe

USAPDA
United States Army Physical Disability Agency

USAPDCE
United States Army Petroleum Distribution Command, Europe

USAPDSC
United States Army Personnel Data Support Center

USAPDSK
United States Army Petroleum Distribution System, Korea

USAPEB
United States Army Physical Evaluation Board

USAPERSCEN
United States Army Personnel Center

USAPG
United States Army Participation Group

USAPHC
United States Army Primary Helicopter Center

USAPHS
United States Army Primary Helicopter School

USAPIA
United States Army Personnel Information Activity

USAPOP
United States Army Port Operations, Pusan

USAPRC
United States Army Physical Review Council

USAPSG
United States Army Personnel Security Group

USAPT
United States Army Parachute Team

USAQMCENFL
United States Army Quartermaster Center and Fort Lee

USAQMS
United States Army Quartermaster School

USAR
United States Army Reserve

USARADB
United States Army Air Defense Board

USARAE
United States Army Reserve Affairs, Europe

USARAL
United States Army, Alaska

USARB
United States Army Retraining Brigade

USARBCO
United States Army Base Command, Okinawa

USARC
United States Army Reserve Center

USARCP
United States Army Reserve Components Personnel Center

USARCS
United States Army Claims Service

USARCSWIS
United States Claims Service Worldwide Information System

USARDA
United States Army Regional Dental Activity

USARDAISA
United States Army Research, Development, and Acquisition Information Systems Agency

USARDL
United States Army Research and Development Laboratories

USARDORAG
United States Army Research and Development Operational Research Advisory Group

USAREC
United States Army Recruiting Command

USARECSTA
United States Army Reception Station

USARET-RSGSTA
United States Army Returnee-Reassignment Station

USAREUR
United States Army, Europe

USAREURAGLO
United States Army, Europe, Adjutant General Liaison Office

USAREURCSTC
United States Army, Europe, Combat Support Training Center

USARFT
United States Army Forces, Taiwan

USARIBSS
United States Army Research Institute for the Behavioral and Social Sciences

USARIEM
United States Army Research Institute of Environmental Medicine (Natick, MA)

USARJ
United States Army, Japan

USARLANT
United States Army Forces, Atlantic

USARMA
United States Army Attache

USARMIS
United States Army Mission

USARMLO
United States Army Liaison Officer

USAROTCR
United States Army Reserve Officers' Training Corps Region

USARPA
United States Army Publications Agency

USARPACINTS
United States Army Pacific Intelligence School

USARPERCEN
United States Army Reserve Personnel Center

USARR
United States Army Readiness Regions

USARRED
United States Army Forces, Readiness Command

USARS
United States Army Regimental System

USARSO
United States Army Forces Southern Command

USARSO-PR
United States Army Forces, Southern Command-Puerto Rico

USARSUPTHAI
United States Army Support, Thailand

USASAALA
United States Army Security Assistance Agency, Latin America

USASACDA
United States Army Security Agency Combat Development Activity

USASACDSA
United States Army Security Agency Command Data Systems Activity

USASAE
United States Army Security Agency, Europe

USASAPAC
United States Army Security Agency, Pacific

USASASA
United States Army Security Agency Systems Activity

USASASSA
United States Army Security Agency Signal Security Activity

USASATCOMA
United States Army Satellite Communications Agency

USASATEC
United States Army Security Agency Test and Evaluation Center

USASC
United States Army Safety Center

USASCAF
United States Army Service Center for the Armed Forces

USASC&FG
United States Army Signal Center and Fort Gordon

USASCH
United States Army Support Command, Hawaii

USASD
United States Army Student Detachment

USASESS
United States Army Southeastern Signal School

USASETAF
United States Army Southern European Task Force

USASEXC
United States Armed Services Exploitation Center

USASG (AUS)
United States Army Standardization Group (Australia)

USASG (CA)
United States Army Standardization Group (Canada)

USASG (UK)
United States Army Standardization Group (United Kingdom)

USASIGS
United States Army Signal School

USASMA
United States Army Sergeants Major Academy

USASOPAC
United States Army Support Office, Pacific

USASPSAE
United States Army Special Services Agency, Europe

USASPTCM
United States Army Support Center, Memphis

USASPTAP
United States Army Support Activity, Philadelphia

USASSC&FBH
United States Army Soldier Support Center and Fort Benjamin Harrison

USASSG
United States Army Special Security Group

USATA (WH)
United States Army Transportation Agency (White House)

USATALS
United States Army Transportation and Aviation Logistics Schools

USATC
United States Army Training Center

USATC Armor
United States Army Training Center, Armor (Fort Knox, Ky)

USATCEFLW
United States Army Training Center, Engineer and Fort Leonard Wood

USATCEUR
United States Army Terminal Command Europe

USATC FA
United States Army Training Center, Field Artillery (Fort Sill, Okla)

USATCFE
United States Army Transportation Center and Fort Eustis

USATC Inf
United States Army Training Center, Infantry (Fort Dix, NJ) (Fort Jackson, SC) (Fort Ord, CA) (Fort Polk, LA)

USATDGL
United States Army Terminal Detachment, Great Lakes

USATMACE
United States Army Traffic Management Agency, Central Europe

USATMC
United States Army Troop Medical Clinic

USATOPOCOM
United States Army Topographic Command

USATRASANA
United States Army TRADOC Systems Analysis Activity

USATREOG
United States Army Transportation Environmental Operations Group

USATRFSTA
United States Army Transfer Station

USATSA
United States Army Technical Support Activity

USATSC
United States Army Terrestrial Sciences Center

USATSCH
United States Army Transportation School

USATTAY
United States Army Transportation Test Activity, Yuma

USATTC
United States Army Tropic Test Center

USATUC
United States Army Terminal Unit, Canaveral

USAWC
United States Army War College

USAWES
United States Army Waterways Experiment Station

USBRO
United States Base Requirements Overseas

USC
under separate cover; United States Code

USCG
United States Coast Guard

USCGA
United States Coast Guard Academy

USCIIC
United States Civilian Internee Information Center

USCIIC (Br)
Branch United States Civilian Internee Information Center

USCINCARRED
Commander in Chief, United States Army Forces, Readiness Command

USCINCEUR
United States Commander in Chief, Europe

USCINCMEAFA
United States Commander in Chief Middle East, Southern Asia, and Africa South of the Sahara

USCINCRED
Commander in Chief, United States Readiness Command

USCINCSO
Commander in Chief, United States Southern Command

USCMA
United States Court of Military Appeals

USCOB
United States Commander Berlin

USCSB
United States Communications Security Board

USDA
Department of Agriculture

USDAO
United States Defense Attache Office

USDB
United States Disciplinary Barracks

USDELIADB
United States Delegation, Inter-American Defense Board

USDOCOLAND-SOUTHEAST
United States Document Office Allied Land Forces Southeastern Europe

USDLGI
United States Defense Liaison Group Indonesia

USDSEA
United States Dependent Schools, European Area

usea
undersea

USEP
United States Escapee Program

USER ID
user identification

USESSA
United States Environmental Science Services Administration

USEUCOM
United States European Command

USFK
United States Forces, Korea

USFORAZ
United States Forces in Azores

USGLI
United States Government Life Insurance

USIA
United States Information Agency

USJTF
United States Joint Task Force

USJUWTF
United States Joint Unconventional Warfare Task Force

USLO
United States Liaison Officer

USM
underwater-to-surface missile

USMA
United States Military Academy

USMAPS
United States Military Academy Preparatory School

USMC
United States Marine Corps

USMCR
United States Marine Corps Reserve

USMCW
United States Marine Corps, Women

USMEMILCOMUN
United States Members, UN Military Staff

USMILCOMUN
United States Delegation, UN Military Staff Committee

USMLMCINCGSFG
United States Military Liaison Mission to Commander in Chief,
Group Soviet Forces, Germany

USMPTC
United States Modern Pentathlon Training Center

USMS
United States Maritime Service

USMTMSA
United States Military Training Mission to Saudi Arabia

USN
United States Navy

USNA
United States Naval Academy

USNH
United States Naval Hospital

USNMR
United States National Military Representative

USNR
United States Naval Reserve

USNS
United States Navy Ship (Civilian Manned)

USofA
Under Secretary of the Army

USOID
United States Overseas Internal Defense

USOM
United States Operations Mission

USPFO
United States Property and Fiscal Officer

USPHS
United States Public Health Service

USPS
United States Postal Service

USPWIC
United States Prisoner of War Information Center

USPWIC (Br)
Branch United States Prisoner of War Information Center

USREDCOM
United States Readiness Command

USREPMILCOMUN
United States Representative, UN Military Staff Committee

USRNMC
United States Representative to NATO Military Committee

USSA
United States Security Authority for NATO Affairs

USSAH
United States Soldiers and Airmen's Home

USSDP
Uniformed Services Savings Deposits Program

USSECILCOMUN
The Secretary, United States Delegation UN Staff Committee

USSID
United States Signal Intelligence Directive

USSOUTHCOM
United States Southern Command

USWACC
United States Women's Army Corps Center

USWACS
United States Women's Army Corps School

UT
Universal Time; user test

UTA
Unit Training Assembly

UTAD
Utah Army Depot

UTES
unit training equipment site

util
utility

UTM
universal transverse mercator (grid)

UTROAA
units to round out the Active Army

UTTAS
utility tactical transport aircraft system

UUM
underwater to underwater missile

UW
unconventional warfare

UWATU
underway training unit

UWOA
Unconventional Warfare Operations Area

uwtr
underwater

UXB
unexploded bomb(s)

UXO
unexploded ordnance

UXOI
unexploded ordnance incident

2-22. "V" listings

VA
Veterans Administration

VAAP
Volunteer Army ammunition plant

VADM
vice admiral

VAH
Veterans Administration Hospital

VAMOS
verified additional military occupational specialty

VANWACE
Vulnerability Analysis of Nuclear Weapons in Allied Command,
Europe

vari
varityper

VASRD
Veterans Administration Schedule for Rating Disabilities

VATLS
visual airborne target locator system

VC
Veterinary Corps

VCP
vehicle collecting point

VCSA
Vice Chief of Staff, U.S. Army

VD
venereal disease

VDEV
"V" Device

VE
value engineering

VECP
Value Engineering Change Proposal

vel
velocity

VEL
variable enlistment legislation

VEP
value engineering proposal

VEPM
value engineering program manager

VEQ
visiting enlisted quarters

VET
verbal test

vet
veteran; veterinary

VFGH
Valley Forge General Hospital

VFMED
variable format message entry devices

VFR
visual flight rules

VFTG
voice frequency telegraph terminal

VHA
very high altitude

VHF
very high frequency

VIABLE
Vertical Installation Automation Baseline

VIP
very important person

vis
visibility; visual

VLA
very low altitude

VLF
very low frequency

VLR
very low range

VNCM
Vietnam Campaign Medal

VO
verbal orders

VOA
Voice of America

VOCG
verbal orders of commanding general

VOCO
verbal orders of commanding officer

VOCS
verbal orders of the Chief of Staff

VODP
verbal orders by Direction of the President

VOICECON
telephone conference

vol
volume, volunteer

VOLAR
Volunteer Army

VOQ
visiting officers quarters

VOR
VHF omnidirectional range

VOSA
verbal orders of Secretary of the Army

VOTAG
verbal orders of The Adjutant General

VP
vulnerable point

VPK
vehicle per kilometer

VPM
vehicles per mile

VPMOS
verified primary military occupational specialty

VPR
voluntary price reduction

VPRESSVB
Vice-Presidential Service Badge

VRB
variable reenlistment bonus

VRFWS
vehicle rapid fire weapon system

VRGC
voucher register and general control

VSD
vendor's shipping document

VSI
very seriously ill

VSL
variable safety level

VSM
Vietnam Service Medal

VSMOS
verified secondary military occupational specialty

VSSSN
verification status social security number

VSTOL
vertical and short take-off/landing

VT
variable time

VTADS
Vertical-The Army Authorization Documents System

VTOL
vertical take-off/landing

VTR
video tape recorder

VTVM
vacuum tube voltmeter

VUA
Valorous Unit Award

VUNC
Voice of United Nations Command

2-23. "W" listings

W
west

WACB
Women's Army Classification Battery

WACO
written advice of contracting officer

WACSM
Women's Army Corps Service Medal

WADS
wide area data service

WARF
wartime active replacement factors

WARLOCE
Wartime Lines of Communication, Europe

WARLOG
wartime logistics

WARS
Worldwide Ammunition Reporting System

WASAC
Working Group of Army Study Advisory Committee

WBAMC
William Beaumont Army Medical Center

WASH DC
Washington, DC

WASP
War Air Service Program

WB
Weather Bureau; weekly bulletin

WBAWS
Weather Briefing Advisory and Warning Service

WBS
work breakdown structure

WBSCB
Work Breakdown Structure Control Board

wd
withdrawn

WDA
weapons defended area

WDL
weapons density list

WE
with equipment; withholding exemptions

WESS
weapons effect signature simulator

WESTCOM
United States Army Western Command

WEST Women's Enlistment Screening Test	WLR weapons locating radar
WESTPAC Western Pacific	WM work measurement
WETS week-end training site	WMC weapons monitoring center
WEU Western European Union	WMIP weapons management improvement program
WFCMV wheeled fuel consuming motor vehicle	WMO World Meteorological Organization
WG working group; wage grade-civilian employees	WN will not
WHCA White House Communications Agency	WNB will not be
whd warhead	WNP will not proceed
WHD western hemisphere defense	WNRC Washington National Records Center
WHDS warhead section	WNW west-northwest
WHIST Worldwide Household Goods Information System for Traffic Management	WNY Washington Navy Yard
WHO World Health Organization	wo without
WHR western hemisphere reserve	WO warning order; warrant officer
whs warehouse	WO warrant officer
whsmn warehouseman	WOC without compensation
WIA wounded in action	WO1 warrant officer, W-1
WIMI watercraft intensively managed items	WOQT Warrant Officer Qualification Test
WIP work in place	WORSAMS Worldwide Organization Structure for Army Medical Support
WIR Weekly Intelligence Review	WOSB weather observation site building
wl workload	WOWN without winch
WLB weapons logbook	WP Warsaw Pact; white phosphorous; will proceed; working party
WLCS Workload and Cost Schedule	WPE word processing equipment
WLD west longitude date	WPM words per minute
	wpn weapon

WPP
Weapons Production Program

WPS
with prior service

WPWOD
will proceed without delay

WR
war reserve

wr
water-rail

WRAIN
Walter Reed Army Institute of Nursing

WRAIR
Walter Reed Army Institute of Research

WRAMC
Walter Reed Army Medical Center

wrmn
wireman

WRS
war reserve stocks

WRSA
war reserve stocks for allies

WSA
weapons systems analysis

WSEG
Weapons Systems Evaluation Group

WSMR
White Sands Missile Range

WSO
Washington Standardization Officers

WSP
water supply point; Work Simplification Program

WSRP
weapons system requisitioning procedure

WSTF
White Sands Test Facilities

WSTM
White Sands Transverse Mercator

WSW
west-southwest

wt
weight

WTCA
Water Terminal Clearance Authority

WTR
Western Test Range

WU
weapons and utilities maintenance

WUIS
work unit information system

WVA
Watervliet Arsenal

WVEH
wheel vehicle

ww
worldwide

WWAP
Worldwide Asset Position

WWIO
worldwide inventory objective

WWIVM
World War I Victory Medal

WWIIVM
World War II Victory Medal

WWMCCS
worldwide military command and control system

WWN
with winch

2-24. "X" listings

X-2
preliminary name for Spartan

X-3
preliminary name for high-performance third stage (Advanced Spartan)

XDC
control center for Nike-X system

xmit
transmit

xmsn
transmission

xmtr
transmitter

XO
executive officer; expenditure order

XRL
Extended Range LANCE

xstr
transistor

xtal
crystal

XYrDev
Ten Year Device

2-25. "Y" listings

YOB
year of birth

YOC
Youth Opportunity Corps

YP
yield point (psi)

YPG
Yuma Proving Ground, Arizona

YS
yardstick; yield strength (psi)

2-26. "Z" listings

ZD
zero defects

ZEMTR
Zeus early missile test radar

ZF
zone of fire

ZI
zone of interior

ZOE
zone of entry

ZTO
zone transportation office

Chapter 3 Alphabetical Explanation of Authorized Abbreviations, Brevity Codes, and Acronyms

3-1. "A" listings Abbreviated Performance Characteristics (APC)

abbreviation (**abbr**)

Aberdeen Proving Ground (**APG**)

above ground level (**AGL**)

above named officer (**ANO**)

above sea level (**ASL**)

absent without leave (**AWOL**)

Academy of Health Sciences, United States Army (**AHS**)

acceptable quality level (**AQL**)

acceptance inspection equipment (**AIE**)

Access and Amendment Refusal Authority (**AARA**)

accessory power supply (**APS**)

account (**acct**)

accountable property officer (**ACTPO**)

accountable strength (**ACCTSTR**)

Accounting and Reporting Management Improvement Program
(**ARMIP**)

accounting processing code (**APC**)

accounting requirements code (**ARC**)

accreditation (**acred**)

accrued leave (**ACLV**)

acknowledge (**ack**)

acknowledged (**ack**)

acknowledgement (**ack**)

acoustical intelligence (**ACOUSTINT**)

acquisition (**acq**)

acquisition advice code (**AAC**)

acquisition aid vehicle (**AADV**)

acquisition data input equipment (**ADIE**)

acquisition plan (**AP**)

acquittal (**acq**)

action officer (**AO**)

Active Army (**AA**)

Active Army Locator System (**AALS**)

Active Component (**AC**)

active duty (**AD**)

active duty commitment (**ADC**)

active duty for training (**ADT**)

active federal commissioned service (**AFCS**)

Active Guard Reserve (**AGR**)

Activity Career Program Manager (**ACPM**)

actual cost (**AC**)

actual ground zero (**AGZ**)

actual time of arrival (**ATA**)

actual time of departure (**ATD**)

addendum (**add**)

addition (**add**)

additional (**add**)

Additional fiscal-year move is authorized by the Secretary of the
Army per (**AFYMO SAP**)

additional authorizations list (**AAL**)

additionally awarded military occupational specialty (**AMOS**)

additional selection factor (**ASF**)

additional skill identifier (**ASI**)

address (**adrs**)

addressee (**adrs**)

address indicating group (**AIG**)

adjutant (**adj**)

adjutant general (**AG**)

Adjutant General's Corps (**AG**)

Adjutant (**U.S. Army**) (**S1**)

administrate (**admin**)

administration (**admin**)

administrative (**admin**)

Administrative Assistant to the Secretary of the Army (**AASA**)
 administrative contracting officer (**ACO**)
 administrative instructions (**ADMINI**)
 administrative lead time (**ALT**)
 Administrative Machine Division (**AMD**)
 administrative officer (**AO**)
 administrative orders (**ADMINO**)
 administrative-supply technician (**AST**)
 administrative weight limitation (**AWL**)
 admiral (**ADM**)
 admission and disposition (**AAD**)
 ADP System Requirement Analysis (**ASRA**)
 advance (**adv**)
 advanced (**adv**)
 advanced attack helicopter (**AAH**)
 advanced ballistic reentry systems (**ABRES**)
 Advanced Combat Training Academy (**ACTA**)
 Advanced Defense Communication Satellite Program (**ADCSP**)
 advance development experimental (**ADX**)
 advance development objective (**ADO**)
 advanced development group (**ADG**)
 advanced development plan (**ADP**)
 advanced identification techniques (**AIT**)
 advanced individual training (**AIT**)
 advance discontinuance of allotment (**ADVDISC**)
 advanced landing ground (**ALG**)
 advanced man strategic aircraft (**AMSA**)
 advanced military occupational specialty (**ADVMOS**)
 advanced noncommissioned officer's course (**ANCOC**)
 advanced planning document (**APD**)
 advanced production engineering (**APE**)
 advanced-range instrumentation ship (**ARIS**)
 advanced scout helicopter (**ASH**)
 advanced skills education program (**ASEP**)
 advanced system data processing simulation (**ASDPSIM**)
 advanced techniques for imagery interpretation (**ATII**)
 advanced unit training (**AUT**)
 advance list of oversea-returnees for reassignment (**AOR**)
 advance of pay and allowances (**APA**)
 advance payment (**ADVPMPT**)
 advance section (**ADSEC**)
 advanced weapon ammunition support point (**AWASP**)
 Advance Weapons Support Command (**AWSCOM**)
 advise by message (**ADMSG**)
 advised critical housing shortage at (**CRITHOUS**)
 advise method, bill of lading, and date shipped (**AMBLADS**)
 advise shipping data (**ADSHIPDA**)
 advise status and/or disposition (**ADSTADIS**)
 advisory area (**ADA**)
 Advisory Group for Aerospace Research and Development (**AGARD**)
 aerial ambulance company (**AAC**)
 aerial mail terminal (**AMT**)
 aerial port of debarkation (**APOD**)
 aerial port of embarkation (**APOE**)
 aerial reconnaissance and security (**ARS**)
 aerial reconnaissance and security troop (**ARST**)
 aerial rocket artillery (**ARA**)
 aeromedical evacuation (**AME**)
 Aeromedical Evacuation Control Center (**AECC**)
 aeromedical evacuation control officer (**AECO**)
 aeromedical evacuation operations officer (**AEOO**)
 aeronautical information publication (**AIP**)
 aeronautics (**aero**)
 Aerospace Defense Command (**ADC**)
 aerospace ground equipment (**AGE**)
 Aerospace Rescue and Recovery Service (**ARRS**)
 Affirmative Action Plan (**AAP**)
 agency (**agcy**)
 Agency for International Development (**AID**)
 agent report (**AR**)
 aggregate (**aggr**)
 aide-de-camp (**ADC**)
 air administrative net (**AIRAD**)
 air and naval gunfire liaison company (**ANGLICO**)
 air assault (**AASLT**)
 Air Assault Badge (**Air ASLT**)
 air base (**AB**)
 airborne (**abn**)
 Airborne Corps Operation Plan (**ACOP**)
 airborne early warning (**AEW**)
 airborne early warning and control (**AEWC**)
 airborne intercept (**AI**)
 airborne forward air controller (**AFAC**)
 airborne moving target indicator (**AMTI**)
 airborne vehicle identification (**AVID**)
 Airborne Warning and Control System (**AWACS**)
 air cavalry combat brigade (**ACCB**)

air command net (**AIRCOMD**)
 air control center (**ACC**)
 air control point (**ACP**)
 air control team (**ACT**)
 aircraft (**acft**)
 Aircraft Component Intensive Management System (**ACIMS**)
 aircraft control and warning (**ACW**)
 Aircraft Crewman Badge (**ACCMB**)
 Aircraft IFF Mark XII Section (**AIMXS**)
 Aircraft Inventory Reporting System (**AIRS**)
 aircraft procurement, Army (**APA**)
 aircraft shipment readiness date (**ASRD**)
 aircraft time compliance technical manuals (**TCTM**)
 aircraft transfer order (**ATO**)
 aircrew flight training period (**AFTP**)
 air cushion vehicle (**ACV**)
 air defense (**AD**)
 air defense annual service practice (**ADASP**)
 air defense area (**ADAR**)
 air defense artillery (**ADA**)
 air defense artillery director (**ADAD**)
 air defense artillery operations detachment (**ADAOD**)
 air defense artillery operations officer (**ADAOO**)
 Air Defense Command, Control, and Coordination System (**ADCCCS**)
 Air Defense Command Post (**ADCP**)
 Air Defense Communications Office (**ADCO**)
 Air Defense Control Center (**ADCC**)
 Air Defense Direction Center (**ADDC**)
 air defense emergency (**ADE**)
 air defense exercise (**ADX**)
 Air Defense Identification Zone (**ADIZ**)
 air defense missile battalion (**ADMSLBN**)
 Air Defense Missile Command (**ADMC**)
 Air Defense of North American Continent (**ADNAC**)
 air defense sector (**ADS**)
 Air Defense Service Medal (**ADSM**)
 Air Defense Suppression Missile (**ADSM**)
 Air Defense Systems, Integration Division (**ADSID**)
 Air Defense Weapons Cost Effectiveness Study (**ADWEPS**)
 airdrop (**adrp**)
 air equipment and support (**AE&S**)
 airfield (**a fld**)
 airfield heliport (**AH**)

Air Force base (**AFB**)
 Air Force Communications Service (**AFCS**)
 Air Force Logistics Command (**AFLC**)
 Air Force of the United States (**AFUS**)
 Air Force personnel on duty with Army (**AFWAR**)
 Air Force Systems Command (**AFSC**)
 Air Force (**USAF**) (**AF**)
 Air Force Western Test Range (**AFWTR**)
 air frame (**AFRM**)
 air-ground correlation factor (**AGCF**)
 air-ground operations system (**AGOS**)
 airhead (**ahd**)
 air-launched ballistic missile (**ALBM**)
 air liaison officer (**ALO**)
 Airlift Clearance Authority (**ACA**)
 airlift command post (**ACP**)
 airlift coordinating office(r) (**ALCO**)
 air lines of communication (**ALOC**)
 air logistics service (**ALS**)
 Airman's Medal (**AMNM**)
 air materiel area (**AMA**)
 Air Medal (**AM**)
 airmobile task force (**AMTF**)
 air movement designator (**AMD**)
 air movements information section (**AMIS**)
 Air National Guard (**ANG**)
 Air National Guard of the United States (**ANGUS**)
 air observer (**AOBSR**)
 air parcel post (**APP**)
 airport mail facility (**AMF**)
 airport surveillance radar (**ASR**)
 Air Post Office (**APO**)
 Air Procurement District (**APD**)
 air reconnaissance liaison officer (**ARLO**)
 air reconnaissance support (**ARSPT**)
 Air Reconnaissance Support Battalion (**ARSB**)
 Air Reserve Forces Meritorious Service Medal (**ARFMS**)
 air route surveillance radar (**ARSR**)
 air route traffic control (**ARTC**)
 air route traffic control center (**ARTCC**)
 airspace control element (**ACE**)
 airspace management elements (**AME**)
 Air Standardization Coordinating Committee (**ASCC**)
 air supply (**ASUP**)

air support operations center (ASOC)
 air-supported threat (AST)
 air-supported threat defense (ASTD)
 air support radar team (ASRT)
 Air Target Materials Program (ATMP)
 air terminal (ATERM)
 air-to-air gunnery range (AAGR)
 air-to-air missile (AAM)
 air-to-surface missile (ASM)
 air-to-underwater missile (AUM)
 Air Traffic Communications Station (ATCS)
 air traffic control (ATC)
 Air Traffic Control Center (ATCC)
 air traffic control line (ATCL)
 Air Traffic Control Radar Beacon System (ATCRBS)
 air traffic management automated center (ATMAC)
 Air Traffic Management System (ATMS)
 air traffic regulations (ATR)
 air traffic services (ATS)
 Air Training Command (ATC)
 air-transportable communication unit (ATCU)
 Air Transport Movement Control Center (ATMC)
 air warning (AW)
 Airways and Air Communications Service (AACS)
 Airways Modernization Board (AMB)
 Air Weather Service (AWS)
 Alabama Army Ammunition Plant (ALAAP)
 Alaska, Canada, United States (ALCANUS)
 Alaskan Air Command (AAC)
 Alaskan Command (ALCOM)
 Alaskan Sea Frontier (ALSEAFRON)
 Albuquerque Operations Office (ALOO)
 Alcohol and Dependency Intervention Council (ADDIC)
 Alcohol and Drug Abuse Prevention and Control Program (ADAPCP)
 alcohol and drug control officer (ADCO)
 alert condition (LERTCON)
 algebraic oriented language (ALGOL)
 all Army activities (ALARACT)
 all body type (ABT)
 Allegheny Ballistics Laboratory (ABL)
 Allied Administrative Publication (AAP)
 Allied Command Atlantic (ACLANT)
 Allied Command Channel (ACCHAN)
 Allied Commander-in-Chief, Channel (CINCHAN)
 Allied Command Europe (ACE)
 allied communication publication (ACP)
 Allied Communications Security Agency (ACSA)
 Allied Data Processing Publication (ADatP)
 Allied Electrical Publication (AELP)
 Allied Electronics Publication (AEtP)
 Allied Engineering Publication (AEP)
 Allied Exercise Publication (AXP)
 Allied Forces, Central Europe (AFCENT)
 Allied Forces, Northern Europe (AFNORTH)
 Allied Forces, Southern Europe (AFSOUTH)
 Allied Hydrographic Publication (AHP)
 Allied Intelligence Publication (AIP)
 Allied Land Forces, Southeastern Europe (LANDSOUTHEAST)
 Allied Land Forces, Southern Europe (LANDSOUTH)
 Allied Logistic Publication (ALP)
 Allied Long Lines Agency (ALLA)
 Allied Military Communications Electronics Committee (AMCEC)
 Allied Military Security Publication (AMSP)
 Allied Mining and Mine Countermeasures Publication (AMP)
 Allied Naval Communications Agency (ANCA)
 Allied Navigation Publication (ANP)
 Allied Ordnance Publication (AOP)
 Allied Quality Assurance Publication (AQAP)
 Allied Radio Frequency Agency (ARFA)
 Allied Tactical Publication (ATP)
 allocate (aloc)
 Allied Weather Publication (AWP)
 allotment (alot)
 allowable cargo load (ACL)
 allowance (alw)
 alternate (altn)
 alternate battery acquisition radar (ABAR)
 alternate headquarters (ALTHQ)
 Alternate Joint Communications Center (AJCC)
 Alternate National Military Command Center (ANMCC)
 alternative (altn)
 altitude (alt)
 ambulance (amb)
 ambulance loading post (ALP)
 AMC Logistics Program Hardcore, Automated (ALPHA)
 AMC Major Item Automated System (MIAS)

American Association of State Highway and Transportation Officials(**AASHTO**)

American Battle Monuments Commission (**ABMC**)

American, British, Australian (**ABA**)

American, British, Canadian, and Australian (**ABCA**)

American Campaign Medal (**ACM**)

American Civilian Internee Information Bureau (**ACIIB**)

American College Test (**ACT**)

American Embassy (**AMEMB**)

American Expeditionary Force (**AEF**)

American Forces Information Service (**AMFINFOS**)

American Forces Korean Network (**AFKN**)

American Forces Network (**AFN**)

American Forces Network, Europe (**AFNE**)

American Forces Radio and Television Service (**AFRTS**)

American Graves Registration Service (**AGRS**)

American National Red Cross (**AMCROSS**)

American prisoner of war (**APW**)

American Prisoner of War Information Bureau (**APWIB**)

American Society of Mechanical Engineers (**ASME**)

American standard code for information interchange (**ASCII**)

ammunition (ammo)

ammunition bearer (**AMMOBR**)

Ammunition Condition Report (**ACR**)

ammunition peculiar equipment (**APE**)

ammunition point (**AP**)

ammunition shipment order (**AMSO**)

Ammunition Specialist (**AS**)

ammunition supply point (**ASP**)

amount (**amt**)

Amphibious Operational Training Element (**AOTE**)

amphibious river crossing equipment (**French**) (**ARCE**)

amphibious squadron (**PHIBRON**)

amphibious tractor (**amphibian tractor**) (**AMTRAC**)

amplitude modulated (**AM**)

Analytical Photogrametric Position System (**APPS**)

Anarctica Service Medal (**ASM**)

Anniston Army Depot (**ANAD**)

annual funding program (**AFP**)

annual maintenance man-hours (**AMMH**)

annual review questionnaire (**ARQ**)

annual service practice (**ASP**)

annual training (**AT**)

annual training equipment pools (**ATEP**)

answer (**ans**)

antenna pattern measurement test (**APMT**)

antenna pattern test system (**APATS**)

antenna test group (**ATG**)

antiaircraft (**AA**)

antiaircraft artillery (**AAA**)

antiaircraft defense system (**AADS**)

antiaircraft machine-gun (**AAMG**)

antiballistic missile (**ABM**)

anticipated not operationally ready, supply (**ANORS**)

anti-gas (**ag**)

anti-intercontinental ballistic missile (**AICBM**)

anti-IRBM (**AIRBM**)

antijamming (**aj**)

antimissile missile (**AMM**)

Antimissile Research Advisory Council (**AMRAC**)

antiradiation missile (**ARM**)

antisubmarine (**as**)

antisubmarine warfare (**ASW**)

antitactical ballistic missile (**ATBM**)

antitank guided missile (**ATGM**)

antitank guided weapon (**ATGW**)

antitank grenade launcher (**ATGL**)

antitank gun (**ATG**)

antitank rocket launcher (**ATRL**)

appendix (**app**)

applicable (**appl**)

applicant (**appl**)

application (**appl**)

appoint (**apt**)

apprehend (**app**)

appropriate (**aprop**)

appropriated fund(s) (**APF**)

appropriation (**appn**)

appropriation and budget activity (**ABA**)

appropriation purchases account (**APA**)

approved force acquisition objective (**AFAO**)

approved force budget objective (**AFBO**)

approved force gross requirement (**AFGR**)

approved operating budget (**AOB**)

approximate (**approx**)

aptitude (**apt**)

architect and engineer (**A&E**)

architectural engineering (**AE**)

area club management (**ACM**)
 area confinement facility (**ACF**)
 area control center (**ACC**)
 area coordination group (**ACG**)
 area damage control center (**ADCOC**)
 area damage control party (**ADCOP**)
 area denial artillery munition (**ADAM**)
 Area Dental Laboratory (**ADL**)
 area equipment compounds (**AEC**)
 area maintenance supply facility (**AMSF**)
 Area Maintenance Support Activity (**AMSA**)
 area medical laboratory (**AML**)
 area postal directory (**APD**)
 Area Security Information Center (**ASIC**)
 area signal center (**ASIGCEN**)
 area supply officer (**ASO**)
 Area Supply Support Activity (**ASSA**)
 area support group (**ASG**)
 Area Wage and Classification Office (**AWCO**)
 Arlington Hall Station (**AHS**)
 Arlington National Cemetery (**ANC**)
 armament (**armt**)
 armed advanced scout helicopter (**ARMEDASH**)
 Armed Forces Assistance to Korea (**AFAK**)
 Armed Forces Communications and Electronics Association (**AFCEA**)
 Armed Forces Courier Service (**ARFCOS**)
 Armed Forces Disciplinary Control Board (**AFDCB**)
 Armed Forces Epidemiological Board (**AFEB**)
 Armed Forces Expeditionary Medal (**AFEM**)
 Armed Forces Institute of Pathology (**AFIP**)
 Armed Forces Management (**AFM**)
 Armed Forces Menu Service Committee (**AFMSC**)
 Armed Forces Pest Control Board (**AFPCB**)
 Armed Forces Police Detachment (**AFPD**)
 Armed Forces Policy Committee (**AFRC**)
 Armed Forces Press Service (**AFPS**)
 Armed Forces Product Evaluation Committee (**AFPEC**)
 Armed Forces Qualification Test (**AFQT**)
 Armed Forces Qualification Test, Verbal Arithmetic Subtest (**AFQTV**)
 Armed Forces Recipe Service Committee (**AFRSC**)
 Armed Forces Reserve Act of 1952, as amended (**AFRA**)
 Armed Forces Reserve Center (**AFRC**)
 Armed Forces Reserve Medal (**AFRM**)
 Armed Forces Staff College (**AFSC**)
 Armed Force Women's Selection Test (**AFWST**)
 armed guard (**ARMGRD**)
 Armed Service Board of Contract Appeals (**ASBCA**)
 Armed Services Documents Intelligence Center (**ASDIC**)
 Armed Services Explosives Safety Board (**ASESBD**)
 Armed Services Graves Registration Office (**ASGRO**)
 Armed Services Medical Regulating Office (**ASMRO**)
 Armed Services Personnel Interrogation Center (**ASPIC**)
 Armed Services Vocational Aptitude Battery (**ASVAB**)
 Armed Services Whole Blood Processing Laboratory (**ASWBPL**)
 armed strike reconnaissance (**ASR**)
 armor (**AR**)
 armored cavalry regiment (**ACR**)
 armored cavalry trainer (**ACT**)
 armored command and reconnaissance vehicle (**ACRV**)
 armored-infantry-mechanized (**AIM**)
 armored personnel carrier (**APC**)
 armored reconnaissance airborne assault vehicle (**ARAAV**)
 armored reconnaissance scout vehicle (**ARSV**)
 armored recovery vehicle (**ARV**)
 Armored Rifle Battalion (**ARB**)
 armored vehicle launched bridge (**AVLB**)
 armor-piercing (**AP**)
 armor-piercing capped (**APC**)
 armor-piercing capped tracer (**APC-T**)
 armor-piercing discarding sabot (**APDS**)
 armor-piercing discarding sabot-tracer (**APDS-T**)
 Army-piercing Fin-Stabilized Discarding Sabot (**APFSDS**)
 armor-piercing incendiary (**API**)
 armor-piercing incendiary tracer (**APIT**)
 armor-piercing-tracer (**AP-T**)
 Arms Control and Disarmament Agency (**ACDA**)
 Army (***A**)
 Army Achievement Medal (**AAM**)
 Army Advisory Group on Energy (**AAGE**)
 Army aircraft (**AACFT**)
 Army aircraft maintenance (**AAM**)
 Army aircraft maintenance shop (**AAMS**)
 Army air defense (**AAD**)
 Army Air Defense Command(er) (**AADCOM**)
 Army Air Defense Command Post (**AADCP**)
 Army Air Defense Control and Coordination System (**AADCCS**)

Army airfield (**AAF**)
 Army air reconnaissance for damage assessment in the continental United States (**AARDAC**)
 Army Air Traffic Coordinating Office (**AATCO**)
 Army Air Traffic Regulation and Identification System (**AATRI**)
 Army ammunition plant (**AAP**)
 Army and Air Force Exchange Service (**AAFES**)
 Army Area Communications System (**AACOMS**)
 Army Area Representative (**AAR**)
 Army Area Signal Center (**AASC**)
 Army artillery group (**opposing forces**) (**AAG**)
 Army Atomic Weapons Systems Safety Committee (**AAWSSC**)
 Army automation security program (**AASP**)
 Army aviation (**AAVN**)
 Army Aviation Element (**AAE**)
 Army Aviation Operating Detachment (**AAOD**)
 Army Aviation Planning Manual (**AAPM**)
 Army Aviation Support Element (**AASE**)
 Army aviator (**ARAV**)
 Army Aviator Badge (**ARAvBad**)
 Army battle damage repair (**ABDR**)
 Army Board for Correction of Military Records (**ABCMR**)
 Army broadcasting service (**ABS**)
 Army Career Group (**ACGP**)
 Army Central Logistics Data Bank (**ACLDB**)
 Army Club Fund (**ACF**)
 Army Command and Control Network (**ACCNET**)
 Army Command Management System (**ACMS**)
 Army Commendation Medal (**ARCOM**)
 Army commercial vehicle code (**ACVC**)
 Army Commissary Computer Entry Store System (**ACCESS**)
 Army Communications-Electronics Command (**CECOM**)
 Army Community Service (**ACS**)
 Army COMSEC Central Office of Record (**ACCOR**)
 Army COMSEC Commodity, Logistical, and Accounting Information Management System (**ACCLAIMS**)
 Army Control Program Directive (**ACPD**)
 Army Cost Reduction Program (**ACRP**)
 Army Council of Review Boards (**ACRB**)
 Army damage assessment system (**ARMDAS**)
 Army Defense Acquisition Regulation Supplement (**ADARS**)
 Army Deployment Reporting System (**ADEPREP**)
 Army depot (**AD**)
 Army Disability Review Board (**ADRB**)
 Army Disability Rating Review Board (**ADRRB**)
 Army Education Requirements Board (**AERB**)
 Army Education Center (**AEC**)
 Army Electronics Research and Development Laboratory (**AERDL**)
 Army Emergency Relief (**AER**)
 Army Entertainment Scholarships and Awards Program (**AESAP**)
 Army Equipment Status Reporting System (**AESRS**)
 Army exchange (**PX**)
 Army Extension Course Program (**AECP**)
 Army extension training (**AET**)
 Army Extension Training Information System (**AETIS**)
 Army facilities components system (**AFCS**)
 Army Field Stock Control System (**AFSCS**)
 Army Fixed Wing Aptitude Battery (**AFWAB**)
 Army Flight Activity (**AFA**)
 Army Force Development Plan (**AFDP**)
 Army force planning data and assumptions (**AFPDA**)
 Army force status reporting system (**ARFORSTAT**)
 Army General Classification Test (**AGCT**)
 Army General Staff (**GS**)
 Army Good Conduct Medal (**AGCM**)
 Army health nurse (**AHN**)
 Army Heliport (**AHP**)
 Army Housing Committee (**ARHOC**)
 Army Human Factors Research Advisory Committee (**AHFRAC**)
 Army Human Factors Research and Development Committee (**AHFRDC**)
 Army Industrial Fund (**AIF**)
 Army/Industry Materiel Information Liaison Officer (**AIMILO**)
 Army Installations Planning Committee (**AIPC**)
 Army Integrated Meteorological System (**AIMS**)
 Army intelligence (**AI**)
 Army intelligence interpreter (**AII**)
 Army intelligence translator (**AIT**)
 Army Inventory of Data Systems (**AIDS**)
 Army Investigational Drug Review Board (**AIDRB**)
 Army Land Forces (**ALANF**)
 Army Language Aptitude Test (**ALAT**)
 Army launch area (**ALA**)
 Army Logistics Policy Council (**ALPC**)
 Army logistic study program (**ALSP**)
 Army long-range technological forecast (**ALRTF**)
 Army Management Fund (**AMF**)
 Army Management Information Program (**AMIP**)

Army management information system (**AMIS**)
 Army management structure (**AMS**)
 Army Marksmanship Training Unit (**FORSCOM**) (**AMKTU**)
 Army Master Data File (**AMDF**)
 Army Master Data File Retrieval Microform System (**ARMS**)
 Army Master Study Program (**AMSP**)
 Army Materiel Plan (**AMP**)
 Army Materiel Status Committees (**ARMATSC**)
 Army Materiel Systems Analysis Agency (**AMSAA**)
 Army Medical Department (**AMEDD**)
 Army Medical Department Property Accounting System (**AMEDDPAS**)
 Army Medical Specialist Corps (**AMSC**)
 Army Missile and Rockets Directorate NATO Supply Center(**AMRD-NASC**)
 Army Missile Defense Command (**AMDC**)
 Army's mobility opportunity and development program (**AMOD**)
 Army Mobilization Capabilities Study (**AMCS**)
 Army Mobilization Planning and Programming Guidance Document(**AMPPGD**)
 Army morale support fund (**AMSF**)
 Army Motor Vehicle Driver Selection Battery (**MVD**)
 Army Mutual Aid Association (**AMAA**)
 Army National Guard (**ARNG**)
 Army National Guard of the United States (**ARNGUS**)
 Army, Navy Electronics Evaluation Group (**ANEEG**)
 Army-Navy Shipping Information Agency (**ANSIA**)
 Army news features (**ANF**)
 Army Nuclear Power Program (**ANPP**)
 Army Nurse Corps (**AN**)
 Army of Occupation Medal (**AOM**)
 Army of the United States (**AUS**)
 Army Operations Center (**AOC**)
 Army Packaging Board (**APB**)
 Army Personnel Letter (**APL**)
 Army Physical Disability Appeal Board (**APDAB**)
 Army physical readiness test (**APRT**)
 Army planning group (**APG**)
 Army point of contact (**APOC**)
 Army postal clerk (**APC**)
 Army Postal Service (**APS**)
 Army postal unit (**APU**)
 Army Post Office (**APO**)
 Army Precommission Extension Course (**APCEC**)

Army Preliminary Evaluation (**APE**)
 Army program for renovation of armament manufacturing (**REARM**)
 Army promotion list (**APL**)
 Army Qualification Battery (**AQB**)
 Army radar approach control (**ARAC**)
 Army Radio Code Aptitude Test (**ARCT**)
 Army RTDE information system (**ARDIS**)
 Army Reactor Systems Health and Safety Review Committee (**ARCHS**)
 Army readiness regions (**ARR**)
 Army ready materiel (**ARM**)
 Army registry of special educational materials (**ARSEM**)
 Army regulations (**AR**)
 Army Requirements Control Office (**ARCO**)
 Army Requirements Development Plan (**ARDP**)
 Army requirements for tactical communications (**ARTACOM**)
 Army Research Office (**ARO**)
 Army Research Institute (**ARI**)
 Army research plan (**ARP**)
 Army Reserve Components Achievements Medal (**ARCAM**)
 Army Reserve Components Overseas Training Ribbon (**ARCOTR**)
 Army Reserve Forces Policy Committee (**ARFPC**)
 Army retail requirements (**ARR**)
 Army Rotary Wing Aptitude Battery (**ARWAB**)
 Army Scientific Advisory Panel (**ASAP**)
 Army Service Command (**ASCOM**)
 Army Service Ribbon (**ASR**)
 Army shipping document (**ASD**)
 Army Signal Material Support Agency (**ASMSA**)
 Army Special Operations Forces (**ARSOF**)
 Army Special Weapons Depot (**ASWD**)
 Army spectrometric oil analysis program (**ASOAP**)
 Army Staff (**ARSTAF**)
 Army stationing and installation plan (**ASIP**)
 Army status report (**ASR**)
 Army Stock Fund (**ASF**)
 Army Strategic Capabilities Plan (**ASCP**)
 Army Strategic Objectives Plan (**ASOP**)
 Army Strategic Plan (**ASP**)
 Army Student Nurse Program (**ASNP**)
 Army Student Nurse Program Identification Badge (**ASNPIDBAD**)
 Army Study Advisory Committee (**ASAC**)
 Army Study Documentation and Information Retrieval System (**ASDIRS**)

Army survival measures plan (**ASMP**)
 Army Systems Acquisition Review Council (**ASARC**)
 Army Tactical Data Systems (**ARTADS**)
 Army telecommunications system (**ATS**)
 Army Topographic Station (**ATS**)
 Army Training and Evaluation Program (**ARTEP**)
 Army training program (**ATP**)
 Army training test (**ATT**)
 Army Transportation Plan in Support of the Army Strategic Capabilities Plan (**ATP-ASCP**)
 Army Validation Program (**AVP**)
 Army Wholesale Logistic System (**AWLOG**)
 Army-wide (**AW**)
 Army-wide training support (**AWTS**)
 ARPA/Lincoln C-band observable radar (**ALCOR**)
 ARPA long-range tracking and instrumental radar (**ALTAIR**)
 ARPA measurements radar (**AMRAD**)
 arrival airfield control group (**AACG**)
 arrival angle (**AA**)
 arrival unknown (**ARUNK**)
 arrival time (**AI**)
 arrive (**arr**)
 Arrowhead (**AHD**)
 Artificial intelligence (**AI**)
 artillery (**arty**)
 artillery-delivered multipurpose submunition (**ARDEMS**)
 artillery flash ranging (**AFR**)
 artillery direct fire trainer (**ADTF**)
 artillery-locating radar (**ALR**)
 Asiatic-Pacific Campaign Medal (**APCM**)
 assault (**aslt**)
 assault fire command console (**AFCC**)
 assault fire unit (**AFU**)
 assault gun (**ASLTG**)
 assault helicopter company (**AHC**)
 assemble (**asbl**)
 assembly (**assy**)
 assembly area (**AA**)
 assessment of combat effectiveness (**ACE**)
 asset control subsystem (**ACS**)
 Asset Master Balance File (**AMBF**)
 assign (**asg**)
 assigned (**asgd**)
 assigned responsible agency (**ARA**)

assignment eligibility and availability (**AEA**)
 assignment instructions (**AI**)
 assist (**asst**)
 Assistant Chief of Engineers (**ACE**)
 Assistant Chief of Staff (**ACofS**)
 Assistant Chief of Staff for Information Management (**ACSIM**)
 Assistant Chief of Staff for Information Management-Command, Control, Communications, and Computers (**ACSIM/C4**)
 Assistant Chief of Staff for Intelligence (**ACSI**)
 Assistant Chief of Staff G1 (**Personnel**) (**G1**)
 Assistant Chief of Staff G2 (**Intelligence**) (**G2**)
 Assistant Chief of Staff G3 (**Operations**) (**G3**)
 Assistant Chief of Staff G4 (**Logistics**) (**G4**)
 Assistant Chief of Staff, G5 (**Civil Affairs**) (**G5**)
 Assistant Comptroller of the Army for Finance and Accounting(**ACOA (F&A)**)
 assistant division communications-electronics officer (**ADCEO**)
 Assistant Division Engineer (**ADE**)
 assistant fire support coordinator (**AFSCOORD**)
 Assistant Judge Advocate General for Civil Law (**AJAG/CIV**)
 Assistant Judge Advocate General for Military Law (**AJAG/MIL**)
 Assistant Secretary of Defense (**Communications, Command-Control, and Intelligence**) (**ASD (C 3I)**)
 Assistant Secretary of Defense (**Comptroller**) (**ASD(C)**)
 Assistant Secretary of Defense (**Health Affairs**) (**ASD (A)**)
 Assistant Secretary of Defense (**International Security Affairs**) (**ASD (ISA)**)
 Assistant Secretary of Defense (**Manpower, Reserve Affairs and Logistics**) (**ASD (MRA&L)**)
 Assistant Secretary of Defense (**Public Affairs**) (**ASD (PA)**)
 Assistant Secretary of Defense (**Program Analysis and Evaluation**) (**ASD (PA&E)**)
 Assistant Secretary of the Army (**Financial Management**) (**ASA (FM)**)
 Assistant Secretary of the Army (**Installations and Logistics**) (**ASA (I&L)**)
 Assistant Secretary of the Army (**Manpower and Reserve Affairs**) (**ASA (M&RA)**)
 Assistant Secretary of the Army (**Research, Development, and Acquisition**) (**ASA (RDA)**)
 Assistant Secretary of the General Staff (**ASGS**)
 associate (**assoc**)

Association of the United States Army (**AUSA**)
 as soon as possible (**ASAP**)
 as stated (**as**)
 astronomic (**astn**)
 at a later date (**ALD**)
 Atlantic Division Transport Control Center (**Hq**) (**ATCC**)
 Atlantic Missile Range (**AMR**)
 Atlantic Nuclear Force (**ANF**)
 at no expense to the Government (**ANEXGOVT**)
 atomic damage template (**ADT**)
 atomic demolition munition (**ADM**)
 Atomic Energy Commission (**AEC**)
 Atomic Energy Detection System (**AEDS**)
 Atomic Ordnance Cataloging Office (**AOCO**)
 atomic strike net (**ASN**)
 Atomic Strike Plan Control Group Alternate (**ASPCGA**)
 Attack Helicopter Company (**ATKHC**)
 attack helicopter (**AH**)
 Attack Surveillance Committee (**or Coverage**) (**ATKSC**)
 attention (**attn**)
 audiofrequency (**AF**)
 audiovisual (**AV**)
 audiovisual information system (**AVIS**)
 audiovisual instructional technology (**AVIT**)
 Audiovisual Support Center (**AVSC**)
 augmented assault fire units (**AAFU**)
 Australia (**AS**)
 Australian Joint Staff Service (**AJSS**)
 Australia, New Zealand, and the United States (**ANZUS**)
 authority (**auth**)
 authority granted (**AUTHGR**)
 authorization (**auth**)
 authorized (**auth**)
 authorized acquisition objective (**AAO**)
 authorized consumption list (**ACL**)
 authorized data list (**ADL**)
 authorized depot stockage list (**ADSL**)
 authorized equipment listing (**AEL**)
 authorized level of organization (**ALO**)
 authorized organizational stockage list (**AOSL**)
 authorized retention level (**ARL**)
 authorized stockage list (**ASL**)
 Automated career management system (**ACMS**)
 Automated Communications-Electronics Management

Information System(**ACEMIS**)
 Automated Data Processing System Security Enhancement Program(**ADPSSEP**)
 Automated Data Processing Systems Security Officer (**ADPSSO**)
 automated data subsystem (**ADSS**)
 automated data system (**ADS**)
 Automated Data Systems Manual (**ADSM**)
 automated date unit movement (**ADUM**)
 automated intelligence file (**AIF**)
 automated message handling system (**AMHS**)
 automated message processing exchange system (**AMPES**)
 Automated Logistics Management Systems Agency (**ALMSA**)
 automated multi-media exchange (**AMME**)
 Automated PEMA Budget System (**APBS**)
 Automated Port Call System for AIT Graduates (**PORT CAP**)
 automated system for transportation data (**AUTOSTRAD**)
 Automated Systems Army Commissaries (**ASAC**)
 automatic (**auto**)
 automatic cancellation of extended targets (**ACET**)
 automatic carrier landing system (**ACLS**)
 Automatic Data Distribution System (**ADDS**)
 Automatic Data Field Systems Command (**ADFSC**)
 automatic data link (**ADL**)
 automatic data processing (**ADP**)
 Automatic Data Processing Center (**ADPC**)
 automatic data processing equipment (**ADPE**)
 Automatic Data Processing Management Information System (**ADPMIS**)
 Automatic Data Processing Service Center (**ADPSC**)
 automatic data processing system (**ADPS**)
 Automatic Data Systems Within the Army in the Field (**ADSAF**)
 automatic digital message switches (**ADMS**)
 Automatic Digital Message Switching Center (**ADMSC**)
 automatic digital network (**AUTODIN**)
 automatic digital optical tracker (**ADOT**)
 automatic direction finder (**ADF**)
 automatic electronic switching center (**AESC**)
 automatic frequency control (**AFC**)
 automatic gain control (**AGC**)
 automatic ground-controlled approach (**AGCA**)
 Automatic Inspection Device for Explosive Charge Shell (**AIDECS**)
 automatic jamming avoidance circuitry (**AJAC**)
 automatic message address routing system (**AMARS**)
 automatic message exchange (**AMX**)
 Automatic Message Processing System (**AMPS**)

automatic radar data measuring equipment (**ARDME**)
automatic release date (**ARD**)
automatic scheduling message (**ASM**)
automatic secure voice communications (**AUTOSEVOCOM**)
automatic stabilization equipment (**ASE**)
Automatic telecommunications system security manager (**ATSSM**)
automatic video noise limited (**AVNL**)
automatic voice network (**AUTOVON**)
automatic volume control (**AVC**)
automatic weapons (**AW**)
automation management office (**AMO**)
Automation Security Committee (**ASC**)
Automotive Information Test (**AIT**)
autonomous missile site radar (**AMSR**)
AUTOVON (**AV**)
auxiliary (**aux**)
auxiliary landing field (**ALF**)
auxiliary power unit (**APU**)
availability balance file (**ABF**)
available (**aval**)
available for reassignment (**AVFR**)
available-to-load date (**ALD**)
avenue of approach (**AA**)
average (**avg**)
aviation (**avn**)
Aviation Career Incentive Act of 1974 (**ACIA**)
Aviation Career Incentive Pay (**ACIP**)
Aviation Research and Development Command (**AVRADCOM**)
aviation electronics (**AVIONICS**)
aviation gasoline (**AVGAS**)
aviation intensive management items (**AIMI**)
aviation intermediate maintenance (**AVIM**)
aviation life support equipment (**ALSE**)
aviation lubricant (**AVLUB**)
Aviation Materiel Management Improvement Program (**AMMIP**)
aviation medical officer (**AMO**)
aviation medicine (**AVNMED**)
aviation oil (**AVOIL**)
aviation requirements for the combat structure of the Army(**ARCSA**)
aviation service entry date (**ASED**)
aviation unit maintenance (**AVUM**)
awaiting action higher authority (**AAHA**)
awaiting results of trial (**ARTL**)
axis or axes of signal communication (**AXSIGCOMM**)
azimuth (**az**)
azimuth laying set (**ALS**)
azimuth orientation system (**AOS**)
azimuth orientation unit (**AOU**)
azimuth-speed indicator (**ASI**)
3-2. "B" listings
bachelor enlisted quarters (**BEQ**)
bachelor officers' quarters (**BOQ**)
background investigation (**BI**)
backlog of essential maintenance and repair (**BEMAR**)
backup interceptor control (**BUIC**)
bad conduct discharge (**BCD**)
Badger Army Ammunition Plant (**BAAP**)
balance (**bal**)
balance mobilization reserve materiel objective (**BMRMO**)
balance of payment programmed (**BOPP**)
balance of payments (**BOP**)
Balance of Payments Act (**BOPA**)
Ballistic Environmental Characteristics and Measurement Program (**BECAMP**)
ballistic attack game (**BAG**)
ballistic missile defense (**BMD**)
Ballistic Missile Defense Advanced Technology Center (**BMDATC**)
ballistic missile defense center (**BMDC**)
ballistic missile defense command post (**BMDCP**)
Ballistic Missile Defense Emergency Action Report (**BMDEAR**)
Ballistic Missile Defense Integrated Training Plan (**BMDITP**)
Ballistic Missile Defense Master Plan (**BMDMP**)
ballistic missile defense missile battalion (**BMDMB**)
Ballistic Missile Defense-Nuclear Effects and Threat Committee (**BMD-NEAT**)
Ballistic Missile Defense Operations (**BMDO**)
Ballistic Missile Defense Operations Activity (**BMDOA**)
Ballistic Missile Defense Program Manager (**BMDPM**)
Ballistic Missile Defense Program Office (**BMDPO**)
ballistic missile defense surveillance battalion (**BMDBS**)
Ballistic Missile Defense Systems Command (**BMDSCOM**)
ballistic missile early warning system (**BMEWS**)
Ballistic Missile Reentry System (**BMRSYS**)
ballistic winds (**BALLWIN**)
Base Development Board (**BDB**)
base development plan (**BDP**)
baseline cost estimate (**BCE**)
Base Operating Information System (**BASOPS**)

base point (**BP**)

base production unit (**BPU**)

basic active service date (**BASD**)

basic allowance for quarters (**BAQ**)

basic allowance for subsistence (**BAS**)

basic Army strategic estimates (**BASE**)

basic combat training (**BCT**)

basic daily food allowance (**BDFA**)

basic enlisted service date (**BESD**)

basic issue items (**BII**)

basic issue item list (**BILL**)

basic load (**ammunition**) (**BL**)

basic operation plan (**BOP**)

basic pay (**BP**)

basic pay entry date (**BPED**)

basic planning document (**BPD**)

Basic Skills Education Program (**BSEP**)

Basic Standardization Agreement (**BSA**)

basic training (**BT**)

basic unit training (**BUT**)

basis of issue (**BOI**)

basis of issue plan (**BOIP**)

basis of issue plan II (**BOIP II**)

Basis of Issue Monitoring and Recording System (**BOIMARS**)

battalion (**bn**)

Battalion Ground Surveillance Section (**BGSS**)

Battalion Mortar and Davy Crockett Platoon (**BMDCP**)

battalion operation center (**AD**) (**BOC**)

battalion shore fire control party (**BNSFCP**)

battery (**btry**)

battery acquisition radar (**BAR**)

battery commander (**BC**)

battery computer system (**BCS**)

battery control area (**BCA**)

battery control central (**BCC**)

battery data link (**BDL**)

battery display unit (**BDU**)

battery integration and radar display equipment (**BIRDIE**)

battery terminal equipment (**BTE**)

battlefield illumination (**BI**)

battlefield information center (**BIC**)

battlefield information control center (**BICC**)

battlefield visualization graphics (**BVG**)

battle position (**BP**)

beach group (**bg**)

beachhead (**bhd**)

beach jumper unit (**BJU**)

beachmaster unit (**BMU**)

beam lead sealed junction integrated circuit package (**BLSJICP**)

beat frequency oscillator (**BFO**)

beds and patients report (**BAPREPT**)

beginning evening nautical twilight (**BENT**)

beginning morning nautical twilight (**BMNT**)

beginning of business (**BOB**)

Behavior and Systems Research Laboratory (**BESRL**)

Belgian Fourragere (**BEFOURRA**)

Belgium, Netherlands, Luxembourg (**BENELUX**)

Bell Telephone Laboratories (**BTL**)

bench mark (**BM**)

Berlin Airlift Device (**BerADev**)

bill of lading (**BL**)

binary bits per inch (**BPI**)

binary coded decimal (**BCD**)

biographies (**BIO**)

biological (**biol**)

biological defense (**BIOLDEF**)

biological operations (**BIOLOPS**)

biological report (**BIOLREPT**)

biological research (**BIOLRSCH**)

biological weapons (**BIOLWPN**)

biological weapon system (**BIOLWPNSYS**)

blanket delivery order (**BDO**)

blanket purchase agreement (**BPA**)

blockade (**bloc**)

Blue Grass Depot Activity (**BGDA**)

Board of Engineers for Rivers and Harbors (**BERH**)

board of review (**BOR**)

bombardment (**bomb**)

bomb disposal (**BD**)

bombing report (**BOMREP**)

bombing through overcast (**BTO**)

bombline (**BL**)

bomb release distance (**BRD**)

bomb release line (**BRL**)

bombsight (**bomst**)

boost phase intercept (**BPHI**)

borrowed military manpower (**BMM**)

boundry (**bdry**)

branch (**br**)
Branch American Civilian Internee Information Bureau
ACIIB (**Br**)
Branch American Prisoner of War Information Bureau
APWIB (**Br**)
Branch Enemy Civilian Internee Information Bureau
ECIIB (**Br**)
Branch Enemy Prisoner of War Information Bureau EPWIB (**Br**)
branch immaterial (**BI**)
branch material (**BM**)
branch transportation office(**r**) (**BTO**)
Branch United States Civilian Internee Information Center
USCIIC (**Br**)
Branch United States Prisoner of War Information Center
USPWIC (**Br**)
briefing (**bfg**)
brigade (**bde**)
brigade data center (**BDC**)
brigade landing team (**BDELT**)
brigade support area (**BSA**)
brigadier (**Brig**)
brigadier general (**BG**)
British Defense Staff (**BDS**)
British Joint Communications-Electronics Board (**BJCEB**)
British thermal unit (**BTU**)
Bronze Star Medal (**BSM**)
Brooke Army Medical Center (**BAMC**)
budget (**bud**)
budget activity account (**BAA**)
budget and manpower guidance (**BMG**)
budget authorization account number (**BAAN**)
budget execution (**BEXEC**)
Budget Execution Plan (**BEP**)
budget execution review (**BER**)
budget formulation (**BFORM**)
Budget Formulation Directive (**BFD**)
Budget Program (**BP**)
budget project account (**BPA**)
Budget Review Committee (**BRC**)
budget year (**BY**)
building (**bldg**)
built in test equipment (**BITE**)
bullet proof (**BPRF**)
bureau voucher (**BV**)
burst on target (**BOT**)
By Direction of the President (**DP**)
3-3. "C" listings
calendar year (**CY**)
call signs and/or address group remain same (**CADSAME**)
Cameron Station (**CAMSTA**)
camouflage (**cam**)
camouflaged (**cam**)
Canada-US Regional Planning Group (**CUSRPG**)
Canadian air defense identification zone (**CADIZ**)
Canadian Joint Staff (**CJS**)
Canal Zone (**CZ**)
cannon-launched guided projectiles (**CLGP**)
capability design specifications (**CDS**)
Capital Military Assistance Command (**CMAC**)
Capper military occupational specialty (**CMOS**)
captain (**CPT**)
Cardiovascular pulmonary resuscitation (**CPR**)
Card Packet System (**CARDPAC**)
career counselor (**CARCSLR**)
cargo delivery receipt (**CDR**)
cargo disposition instructions (**CDI**)
Cargo Handling Battalion (**CHB**)
cargo helicopter (**CH**)
cargo outturn report (**COR**)
career management field (**CMF**)
career management individual file (**CMIF**)
Career Performance Rating (**CPR**)
casualties (**cas**)
casualty (**cas**)
casualty analysis for determining weapon system effectiveness (**CAWSE**)
catalog management data notification (**CMDN**)
cathode ray tube (**CRT**)
Causcasion (**Cau**)
cavalry (**cav**)
cavalry fighting vehicle (**CFV**)
ceiling and visibility unlimited (**CAVU**)
celestial (**cel**)
Center for Research in Social Systems (**CRESS**)
Center of Military History (**CMH**)
Central Accounting Office (**CAO**)
Central American Defense Council (**CONDECA**)
Central Ammunition Management Office-Pacific (**CAMO-PAC**)
Central Army Group Central Europe (**CENTAG**)

central clearance facility (CCF)
central computer center (CCMPTC)
central control facility (CCF)
Central Dental Laboratories (CDL)
Central European Operating Agency (CEOA)
Central Financial Management Activities (CFMA)
central food preparation facility (CFPF)
central food preparation system (CFPS)
Central Intelligence Agency (CIA)
Central Issue Facility (CIF)
Centralization of Supply Management Operations (COSMOS)
Centralized Army Passenger Port Call System (CAPPS)
centralized automated military pay system (CAMPS)
centralized automatic message accounting (CAMA)
Central Management Army Commissaries (CMAC)
central material service (CMS)
central meat processing facility (CMPF)
Central Port Call Office (CPCO)
central postal directory (CPD)
central post fund (CPF)
central processing unit (CPU)
central procurement office (CPO)
central receiving point (CRP)
central security service (CSS)
Central US Registry (CUSR)
centrifugal (cntrf)
Chain of Command Reporting System (CHACOM)
Chairman, Joint Chiefs of Staff (CJCS)
chamber of destination of ships (CDS)
change (ch)
change of assignment (COA)
change of operational control (CHOP)
change review committee (CRCOM)
Channel Committee (CHANCOMTEE)
CHAPARRAL-A self-propelled, surface-to-air version of Navy SIDEWINDER missile (CHAP)
Chaplains (CH)
charge of quarters (CQ)
check point (CP)
chemical accident/incident control officer (CAICO)
chemical and biological accident and incident control plan (CBAICP)
chemical biological (CB)
chemical-biological accident and incident control (CBAIC)

Chemical Corps (CC)
chemical defense equipment (CDE)
chemical operations (CMLOPS)
chemical warfare (CW)
Chief, Army Reserve (CAR)
Chief, Defense Staff (Canada) (CDS)
Chief, National Guard Bureau (CNGB)
Chief of Chaplains (CCH)
Chief of Engineers (COE)
Chief of Finance and Accounting (CF&A)
Chief of Legislative Liaison (CLL)
Chief of Naval Operations (CNO)
Chief of Naval Personnel (CNP)
Chief of Personnel Operations (COPO)
Chief of Public Affairs (CPA)
Chief of Staff (CofS)
Chief of Staff Air Force memo (CSAFM)
Chief of Staff memorandum (CSM)
Chief of Staff regulation (CSR)
Chief of Staff, United States Air Force (CSAF)
Chief of Staff, U.S. Army (CSA)
chief petty officer (CPO)
Chief Warrant Officer (CWO)
Chief Warrant Officer, W-4 (CW4)
Chief Warrant Officer, W-3 (CW3)
Chief Warrant Officer, W-2 (CW2)
Chinese (Sino)
Chinese-oriented antiballistic missile system (C-ABM)
chlorobengalmalononitrile (tear gas) (CS)
circular (cir)
circulation control point (CCP)
circumstance (cire)
Citizens Military Training Corps (CMIC)
civil (civ)
Civil Aeronautics Administration (CAA)
Civil Aeronautics Board (CAB)
Civil Affairs (CA)
Civil Affairs Officer (US Army) (S5)
Civil air defense warning (CADW)
Civil Damage Assessment Program (CDAP)
civil defense (CD)
Civil Defense Support Detachments (CDSO)
civil disturbance readiness conditions (CIDCON)
Civil Disturbance Status Reporting (CIDSTAT)

Civil Service Reform Act (**CSRA**)
civilian (**civ**)
Civilian Acquired Skills Program (**CASP**)
civilian clothing maintenance allowance (**CCMA**)
Civilian Health and Medical Program of the Uniformed Services (**CHAMPUS**)
civilian man-years (**CMY**)
civilian occupational specialty (**COS**)
civilian personnel circular (**CPC**)
Civilian Personnel Directorate (**CPD**)
Civilian Personnel Management Information System (**CIVPERSINS**)
civilian personnel occupational standards (**CPOS**)
civilian personnel office (**CPO**)
civilian personnel pamphlet (**CPP**)
civilian personnel procedures manual (**CPPM**)
civilian personnel regulation (**CPR**)
civilian liaison officer (**CLO**)
civil-military operations (**CMO**)
Civil Operations Revolutionary Development Support (**CORDS**)
Civil Reserve Air Fleet (**CRAF**)
Civil Service regulation (**CSR**)
Civil Service retirement (**CSR**)
Civil Service Retirement and Disability Fund (**CSRDF**)
classified control clerk (**CCC**)
classified control officer (**CCO**)
clinical record cover sheet (**CRCS**)
close air support (**CAS**)
closed-chest cardiac massage and mouth-to mouth resuscitation (**CCCMMM**)
closed circuit television (**CCTV**)
closed loop support (**CLS**)
close loop support extended (**CLSX**)
close of business (**COB**)
close reconnaissance zone (**CRZ**)
close support (**CS**)
clothing initial issue point (**CIIP**)
clothing maintenance allowance, basic (**CMAB**)
clothing maintenance allowance, standard (**CMAS**)
clothing monetary allowance, initial (**for female cash allowance only**)(**CMAIWAC**)
clothing monetary allowance, initial issue (**CMAIISS**)
clothing monetary maintenance, allowance (**CMMA**)
clothing sales store (**CSS**)
cloud processing equipment (**CPE**)

Coast and Geodetic Survey (**CGS**)
coast phase control system (**CPCS**)
coaxial machine-gun (**COAX**)
code name given to identify NATO TOP SECRET documents (**COSMIC**)
Code of Federal Regulations (**CFR**)
coder-decoder group (**CDG**)
coherent signal processing system (**CSPS**)
Cohesion Operational Readiness Training (**COHORT**)
collateral action officer (**CAO**)
collateral damage distance (**CDD**)
collective protection equipment (**CPE**)
College Entrance Examination Board (**CEEB**)
colonel (**COL**)
Columbus Army Depot (**COAD**)
column (**colm**)
Combat Aptitude Area (**CO**)
combat arms group (**CAG**)
Combat Arms Regimental System (**CARS**)
combat assault (**CA**)
combat command (**CC**)
combat consumption support from D-day to P-day (**DPSPT**)
combat crew (**CCR**)
combat development (**CD**)
Combat Development Objectives Guide (**CDOG**)
combat engineer vehicle (**CEV**)
Combat Infantryman Badge (**CIB**)
combat intelligence (**CBTI**)
Combat Logistic Support System (**CLSS**)
Combat Medical Badge (**CMB**)
combat mission failure (**CMF**)
combat operations center (**COC**)
Combat Operations Research Group (**CORG**)
combat outpost (**COP**)
combat outpost line (**COPL**)
combat readiness by electronic service testing (**CREST**)
combat readiness evaluation (**CRE**)
combat readiness training (**CRT**)
combat service group (**CSG**)
combat service support (**CSS**)
Combat Service to the Army (**COSTAR**)
combat support (**CS**)
combat support company (**CSC**)
combat support hospital (**CSH**)

combat support training (**CST**)
 combat surveillance and target acquisition (**CSTA**)
 combat vehicle (**CVEH**)
 combat vehicle crewman (**CVC**)
 combat vehicle weapons system (**CVWS**)
 combat zone (**CZ**)
 combined arms (**CA**)
 combined arms and support (**CAAS**)
 combined arms Army (**CAA**)
 combined arms center (**CAC**)
 Combined Arms Combat Development Activity (**CACDA**)
 combined arms tactical training simulator (**CATTS**)
 Combined Arms Training Center (**CATC**)
 Combined Chiefs of Staff (**CCS**)
 Combined Federal Campaign (**CFC**)
 Command (**CMD**)
 Command and Administrative Data System (**COADS**)
 command and control (**C 2**)
 Command and General Staff College (**CGSC**)
 Commandant (**Comdt**)
 Command Budget Estimates (**CBE**)
 command career program manager (**CCPM**)
 command, control, communications (**CCC**)
 command control interface (**MSR**) (**CCI**)
 Command Control Operations Center (**CCOC**)
 command destruct unit (**CDU**)
 Commander (**CDR**)
 Commander, Air Force Forces (**COMAFFOR**)
 Commander, Allied Air Forces, Baltic Approaches (**COMAIRBALTAP**)
 Commander, Allied Air Forces, Southern Europe (**COMAIRSOUTH**)
 Commander, Allied Forces, Baltic Approaches (**COMBALTAP**)
 Commander, Allied Land Forces, Norway (**COMLANDNORWAY**)
 Commander, Allied Land Forces, Schleswig-Holstein and Jutland (**COMLANDJUT**)
 Commander, Allied Land Forces, Southeastern Europe (**COMLANDSOUTHEAST**)
 Commander, Allied Land Forces, Southern Europe (**COMLANDSOUTH**)
 Commander, Allied Land Forces, Zealand (**COMLANDZEALAND**)
 Commander, Allied Maritime Air Force, Channel (**COMMAIRCHAN**)
 Commander, Allied Naval Forces, Baltic Approaches (**COMNAVBALTAP**)
 Commander, Allied Naval Forces, North Norway (**COMNAVNON**)
 Commander, Allied Naval Forces, Scandinavian Approaches (**COMNAVSCAP**)
 Commander, Allied Tactical Air Force, North Norway (**COMTAFNORNOR**)
 Commander, Allied Tactical Air Force, South Norway (**COMTAFSONOR**)
 Commander, Allied Task Force, North Norway (**COMTASKFORNON**)
 Commander, Amphibious Task Force (**COMATF**)
 Commander, Antilles Defense Command (**COMANTDEFCON**)
 Commander, Army Forces (**COMARFOR**)
 Commander, Bay of Biscay Sub Area (**COMBISCLANT**)
 Commander, Benelux Sub Area, Channel (**COMBENECHAN**)
 Commander, Canadian Atlantic Sub Area (**COMCANLANT**)
 Commander, Carrier Striking Force (**COMCARSTRIKFOR**)
 Commander, Carrier Striking Group One (**COMCARSTRIKGRUONE**)
 Commander, Carrier Striking Group Two (**COMCARSTRIKGRUTWO**)
 Commander, Central Army Group, Central Europe (**COMCENTAG**)
 Commander, Central Mediterranean Area (**COMEDCENT**)
 Commander, Central Sub Area (**COMCENTLANT**)
 Commander, Eastern Mediterranean Area (**COMEDEAST**)
 Commander, Field Command, Defense Atomic Support Agency (**COMFLDCOMDASA**)
 Commander, Fifth Allied Tactical Air Force, Southern Europe (**COMFIVEEATAF**)
 Commander, Fleet Air Wing, Northern Atlantic (**COMFAIRWINGNORLANT**)
 Commander, Fourth Allied Tactical Air Force, Central Europe (**COMFOURATAF**)
 Commander, Gibraltar Mediterranean Command (**COMGIBMED**)
 Commander, Iceland Defense Force (**COMICEDEFOR**)
 Commander in Chief (**CINC**)
 Commander in Chief, Alaska (**CINCAL**)
 Commander in Chief, Allied Forces Central Europe (**CINCENT**)
 Commander in Chief, Allied Forces, Northern Europe (**CINCNORTH**)
 Commander in Chief, Allied Forces, Southern Europe (**CINC SOUTH**)
 Commander in Chief, Atlantic (**CINCLANT**)
 Commander in Chief, Continental Air Defense Command (**CINCONAD**)
 Commander in Chief, Eastern Atlantic Area (**CINCEASTLANT**)
 Commander in Chief, North American Air Defense Command (**CINC NORAD**)
 Commander in Chief, Pacific (**CINCPAC**)
 Commander in Chief, Pacific Representative (**CINCPACREP**)

Commander in Chief, Specified Command, Middle East
(CINCSPECOMME)
 Commander in Chief, Strategic Air Command **(CINCSAC)**
 Commander in Chief, United States Air Forces, Atlantic
(CINCAFLANT)
 Commander in Chief, United States Army, Europe
(CINCUSAREUR)
 Commander in Chief, United States Army Forces, Atlantic
(CINCARLANT)
 Commander in Chief, United States Army, Pacific
(CINCUSARPAC)
 Commander in Chief, United States Army Forces, Readiness
 Command **(USCINCARRED)**
 Commander in Chief, United States Readiness Command
(USCINCREED)
 Commander in Chief, United States Southern Command
(USCINCSO)
 Commander in Chief, Western Atlantic Area **(CINCWESTLANT)**
 Commander, Joint Task Force **(COMJTF)**
 Commander, Joint Unconventional Warfare Task Force
(COMJUWATF)
 Commander, Land Forces **(COMLANDFOR)**
 Commander, Marine Forces **(COMMARFOR)**
 Commander, Maritime Air Nore Sub-Area, Channel
(COMMAIRNORECHAN)
 Commander, Maritime Air Plymouth Sub-Area, Channel
(COMMAIRPLYMCHAN)
 Commander, Middle East Force **(COMIDEASTFOR)**
 Commander, Military Sea Transportation Service **(COMSTS)**
 Commander, Naval Forces **(COMNAVFOR)**
 Commander, Naval Striking and Support Forces, Southern Europe
(COMSTRIKFORSOUTH)
 Commander, Nore Sub-Area, Channel **(COMNORECHAN)**
 Commander, Northeast Mediterranean Area **(COMEDNOREAST)**
 Commander, Northern Army Group, Central Europe
(COMNORTHAG)
 Commander, Northern Sub Area **(COMNORLANT)**
 Commander, Ocean Sub Area **(COMOCEANLANT)**
 Commander, Plymouth Sub-Area, Channel **(COMPLYMCHAN)**
 Commander, Second Allied Tactical Air Force, Central Europe
(COMTWOATAF)
 Commander, Sixth Allied Tactical Air Force, Southeastern Europe
(COMSIXATAF)
 commander's manual **(cm)**
 Commander's Narrative Analysis **(CNA)**
 Commander, Southeast Mediterranean Area **(COMEDSOUEAST)**
 Commander, Striking Fleet, Atlantic **(Afloat)**
(COMSTRIKFLANT)
 Commander, Submarine Allied Command, Atlantic
(COMSUBACLANT)
 Commander, Submarine Force, Eastern Atlantic
(COMSUBEASTLANT)
 Commander, Submarine Force, Western Atlantic
(COMSUBWESTLANT)
 Commander, Submarines, Mediterranean **(COMSUBMED)**
 Commander, Submarines, Northeast Mediterranean
(COMSUBMEDNOREAST)
 Commander, Support Operations Task Force, Europe
(COMSOTFE)
 commander's weapon station **(CWS)**
 commander, task element **(CTE)**
 commander, task force **(CTF)**
 commander, task group **(CTG)**
 commander, task unit **(CTU)**
 Commander, UK NATO Air Defense Region **(COMUKADR)**
 Commander, United States Air Force Forces **(COMUSAFFOR)**
 Commander, United States Air Force Task Force **(COMUSAFTF)**
 Commander, United States Army Forces **(COMUSARFOR)**
 Commander, United States Army Forces, Southern Command
(COMUSARSO)
 Commander, United States Army Task Force **(COMUSARTF)**
 Commander, US Fleet Air Wing, Mediterranean
(COMUSFAIRWINGMED)
 Commander, United States Forces, Azores **(COMUSFORAZ)**
 Commander, United States Forces, Japan **(COMUSJAPAN)**
 Commander, United States Forces, Korea **(COMUSKOREA)**
 Commander, United States Joint Task Force **(COMUSJTF)**
 Commander, United States Joint Unconventional Warfare Task
 Force **(COMUSJUWTF)**
 Commander, United States Land Forces **(COMUSLANDFOR)**
 Commander, United States Marine Forces **(COMUSMARFOR)**
 Commander, United States Marine Task Force **(COMUSMARTF)**
 Commander, United States Military Assistance Command, Thailand
(COMUSMACTHAI)
 Commander, United States Military Group **(COMUSMILGP)**
 Commander, United States Naval Forces **(COMUSNAVFOR)**
 Commander, United States Naval Task Force **(COMUSNAVTF)**
 Commander, United States Taiwan Defense Command
(COMUSTDC)
 Commander, Western Mediterranean Area **(COMEDOC)**
 command information **(CI)**
 Command Information Division **(CID)**
 Command Information Program **(CIP)**
 commanding general **(CG)**
 commanding officer **(CO)**
 command issuing office **(CIO)**
 command logistics network **(COMLOGNET)**

command maintenance (**COMAINT**)
 command maintenance readiness inspection (**CMRI**)
 command management inventory accounting (**CMIA**)
 commando (**cdo**)
 command observation post (**opposing forces**) (**COP**)
 command operating budget (**COB**)
 command operating program (**COP**)
 command operations (**CO**)
 command personnel management inspections (**CPMI**)
 command personnel summary (**CPS**)
 command post (**CP**)
 command post exercise (**CPX**)
 command relationship agreements (**CRA**)
 command sergeant major (**CSM**)
 command supply discipline program (**CSDP**)
 command technical inspection (**CTI**)
 commendation (**cmd**)
 comment (**cmt**)
 commercial activities (**CA**)
 commercial air freight movement (**CAFM**)
 commercial air movement number (**CAM**)
 commercial and industrial (**C&I**)
 commercial bill of lading (**CBL**)
 commercial construction equipment (**CCE**)
 commercial-industrial-type-activity (**CITA**)
 commercial nondevelopmental items (**CNDI**)
 commercial- or Government-owned (**or leased**)
 shipping container (**SEAVAN**)
 commercial water movement number (**CWM**)
 Commissary Operating Manual (**COM**)
 Commissary Resale Division of the Army Stock Fund (**CORDASF**)
 committee on scientific and technical information (**COSATI**)
 Commodity Credit Corporation (**CCC**)
 common aperture multifunction array radar (**CAMAR**)
 common business oriented language (**COBOL**)
 common carrier (**CC**)
 common control unit (**CCU**)
 common program language (**CPL**)
 common supply support (**CSSPT**)
 common table of allowances (**CTA**)
 common user data terminal (**CUDAT**)
 communication (**comm**)
 communication countermeasures and deception (**COMCM**)
 Communication Electronics Element (**CEE**)
 communication electronic instructions (**CEI**)
 communication operation instruction (**COI**)
 communications career program (**CCP**)
 communications center (**COMMSEN**)
 Communication Security Publication Memorandum (**CSPM**)
 communications-electronics (**CE**)
 Communications-Electronics Coordinating Section, Standing Group-NATO (**CECS**)
 Communications-Electronics Directorate (**J-6**)
 communications-electronics implementation plan (**CEIP**)
 Communications-Electronics Operation Instructions (**CEOI**)
 Communications-Electronics Standing Instruction (**CESI**)
 Communications facilities in support of DA Continuity of Operations Plan (**COOPCOMM**)
 communications instructions for reporting vital intelligence sightings (**CIRVIS**)
 communications intelligence (**COMINT**)
 communications jamming (**COMJAM**)
 communications security (**COMSEC**)
 Communications with and Service to the Public (**CWSP**)
 communications zone (**COMMZ**)
 community antenna television (**CATV**)
 community recreation and skill development activities (**CRSDA**)
 company (**co**)
 company distributing point (**CDP**)
 complaint type investigation (**CTI**)
 complement (**comp**)
 complementary technical report (**COMTECHREP**)
 complete background investigation (**CBI**)
 complete basis of issue (**CBOI**)
 complete basis of issue plan (**CBOIP**)
 complete engineering release (**CER**)
 component (**comp**)
 composite (**comp**)
 Composite Air Strike Force (**CASF**)
 composite service (**CS**)
 comprehensive occupational data analysis program (**CODAP**)
 compromising emanations (**CEM**)
 Comptroller of the Army (**COA**)
 computed air release point (**CARP**)
 computer administrative instruction (**CADMINI**)
 computed aided design/numerical control (**CD/NC**)
 computed assisted instruction (**CAI**)
 computer assisted system for theater level engineering (**CASTLE**)
 computer burst order (**CBO**)

computerized criminal history files of the FBI (**CCH**)
 Computerized Movement Planning and Status System (**COMPASS**)
 Computer Output Microfilm/Microfiche (**COM**)
 COMSEC Field Office of Record (**CFOR**)
 COMSEC Logistics Data Center (**CLDC**)
 COMSEC Logistic Support Center (**CLSC**)
 COMSEC Logistic Support Unit (**CLSU**)
 COMSEC Regional Issuing Office (**CRIO**)
 COMSEC Research and Engineering Coordinating Group (**CREC**)
 COMSEC resources program (**CRP**)
 CONAD Operational Employment Concept (**COEC**)
 Concepts Analysis Agency (**CAA**)
 concept feasibility (**CF**)
 concept formulation package (**CFP**)
 concept of a family of Army divisions (**CONFAD**)
 conceptual design for the Army in the field (**CONAF**)
 condition and recommendation (**CAR**)
 conduct-of-fire trainer (**COFT**)
 conference (**conf**)
 Conference of National Armaments Directors (**CNAD**)
 confidential (**conf**)
 configuration audit inspection (**CAI**)
 configuration control board (**CCB**)
 configuration identification tables (**CIT**)
 configuration item (**CI**)
 configuration management review (**CMR**)
 configuration work package item (**CWPI**)
 confirm (**cfm**)
 confirmed (**cfm**)
 Congress (**Cong**)
 conscientious objector (**CONOBJTR**)
 Consolidated Army System for Processing Entitlements to Army Reservists (**CASPER**)
 Consolidated Change Table (**CCT**)
 consolidated computer security program (**CCSP**)
 consolidated cryptologic program (**CCP**)
 Consolidated Intelligence Program (**CIP**)
 Consolidated Record Communications Center (**CRCC**)
 consolidated standing route order (**CSRO**)
 consolidated telecommunications program (**CTP**)
 consolidation and containerization point (**CCP**)
 consolidation of military personnel activities (**COMPACT**)
 consolidation of supply and maintenance regulations (**COSAMREG**)

construct (**const**)
 constructed (**const**)
 construction (**const**)
 construction battalion (**CB**)
 Construction Requirements Review Committee (**CRRC**)
 Consul General (**CONGEN**)
 container express (**CONEX**)
 Containerized Ammunition Distribution System (**CADS**)
 Continental Air Defense Command (**CONAD**)
 Continental Air Defense Objectives Plan (**CADOP**)
 continental United States (**CONUS**)
 continental wage schedule (**CWS**)
 contingency (**cntgcy**)
 contingency and training (**C&T**)
 contingency for movement (**CFM**)
 Contingency Lines of Communication, Europe (**CLOCE**)
 contingency response program (**CORE**)
 contingency support stocks (**CONSSTOCS**)
 continuation (**cont**)
 continue (**cont**)
 continued (**cont**)
 Continuing Balance System-Expanded (**CBS-X**)
 continuing resolution authority (**CRA**)
 Continuity of Operations Plan (**COOP**)
 continuous wave (**CW**)
 continuous wave acquisition radar (**CWAR**)
 continuous wave illuminator radar (**CWIR**)
 contract definition (**CD**)
 contract definition phase (**CDP**)
 contract field services (**CFS**)
 contract field technician (**CFT**)
 contract fund status report (**CFSR**)
 contracting officer (**CO**)
 contracting officer's representative (**COR**)
 contracting officer's technical representative(s) (**COTR**)
 contract line item number (**CLIN**)
 contractor acceptance test (**CAT**)
 contractor engineer-furnish and install (**CEFI**)
 contractor furnished equipment (**CFE**)
 contractor-owned, contractor-operated (**COCO**)
 contractor performance evaluation (**CPE**)
 contractor performance evaluation plan (**CPEP**)
 contractor's weighted average share in cost risk (**CWAS**)
 contract surgeon (**CSN**)

contract technical instructor (**CTI**)
control (**con**)
control and assessment team (**CAT**)
control and line (**C&L**)
control and reporting post (**CRP**)
control center (**CC**)
control center for Nike-X system (**XDC**)
controlled (**con**)
controlled deployment specular reflector (**CDSR**)
controlled devices countermeasures and deception (**ROCCM**)
control of electromagnetic radiation's (**CONELRAD**)
control tower operator (**CTO**)
control track direction computer (**CTDC**)
control zone (**CTLZ**)
CONUS airborne reconnaissance for damage assessment (**CARDA**)
CONUS replacement center (**CRC**)
CONUS sustaining increment (**CSI**)
conventional (**convl**)
conversation (**con**)
conviction by civil court (**CBCC**)
coordinate (**coord**)
coordinated (**coord**)
coordinated fire line (**CFL**)
coordinated test program (**CTP**)
coordinating (**coord**)
coordination (**coord**)
Coordinator of Army Studies (**CAS**)
copilot (**CP**)
copy (**cy**)
copy (**ies**) furnished (**CF**)
Cornhusker Army Ammunition Plant (**CAAP**)
corporal (**CPL**)
Corps Contingency Force (**CCF**)
corps maintenance area (**CMA**)
Corps of Engineers (**organization**) (**CE**)
Corps of Engineers (**ofcr title Branch**) (**EN**)
Corps of Engineers, Ballistic Missile Construction Office (**CEBMCO**)
Corps of Engineers Office of Appalachian Studies (**CEOAS**)
Corps of Engineers Waterborne Commerce Statistics Center (**CEWCSC**)
corps service area (**COSA**)
corps storage area (**CSA**)
corps support command (**COSCOM**)

corps tactical zone (**CTZ**)
corps tactical operations center (**CTOC**)
correctional custody facility (**CCF**)
correctional holding detachment (**CHD**)
correlation factor (**CF**)
cost account (**CA**)
cost and operational effectiveness analysis (**COEA**)
cost and performance (**CP**)
Cost Estimate Control Data Center (**CECDC**)
cost estimating relationship (**CER**)
cost, insurance, and freight (**CIF**)
cost of living allowance (**COLA**)
cost-plus-a-fixed fee (**CPFF**)
cost plus incentive fee (**CPIF**)
cost reduction program (**CRP**)
cost chargeable to fund authorization (**CHGFA**)
counterbattery (**cbtry**)
counterbattery intelligence officer (**CBIO**)
counterelectromotive force (**CEMF**)
counterespionage (**CE**)
counterfire (**cf**)
counterfire reference grid (**CRG**)
counterinsurgency (**cinsgcy**)
counterintelligence (**ci**)
countermortar (**cm**)
countersabotage (**CS**)
course (**crs**)
counterterrorism (**CT**)
court-martial (**CM**)
court-martial appointing order (**CMAO**)
court-martial forfeiture (**CMF**)
court reporter (**CTREPTR**)
covering force area (**CFA**)
Crane Army Ammunition Activity (**CAAA**)
crew chief (**CRC**)
Criminal Investigation Division (**CID**)
critical communications system (**CRITCOM**)
critical intelligence (**CRITIC**)
critical intelligence communications (**CRITCOM**)
critical nuclear weapons design information (**CNWDI**)
critically sensitive (**CS**)
critically sensitive-level 1 (**CS1**)
critically sensitive-level 2 (**CS2**)
critically sensitive-level 3 (**CS3**)

Crypto Access Authorization (**CAA**)
 Crypto Ancillary Unit (**CAU**)
 cryptofacility security questionnaire (**CSQ**)
 cryptographic (**crypto**)
 cryptographic repair facilities (**CRF**)
 cryptography (**crypto**)
 crystal (**xtal**)
 current files area (**CFA**)
 current operating allowances (**COA**)
 current series (**CS**)
 current working estimate (**CWE**)
 current year (**CY**)
 custodian of postal effects (**COPE**)
 customer identification code (**CIC**)
 cut off (**COFF**)
 cybernetic logistics planning, control, and management information system (**CYBERLOG**)
 cycles per second (**CPS**)
3-4. "D" listings
 DA Equipment Data Review Committee (**DAEDARC**)
 daily equipment status report (**DESPORT**)
 daily JUMPS update output listing (**DJUOL**)
 DA logistics readiness liaison visits (**DALRLV**)
 data acquisition and reports control (**DARC**)
 data automation requirement (**DAR**)
 data bank (**DBK**)
 data base administrator/manager (**DBA/M**)
 data base file (**DBF**)
 data base management system (**DBMS**)
 data collection and distribution units (**DCDU**)
 data encryption standard (**DES**)
 data exchange annex (**DEA**)
 data item description (**DID**)
 data link (**DL**)
 data management system (**DMS**)
 data processing activity (**DPA**)
 data processing center (**DPC**)
 data processing equipment (**DPE**)
 data processing group (**DPG**)
 data processing installation (**DPI**)
 data processing system (**DPS**)
 data processing unit (**DPU**)
 Data Project Directive (**DPD**)
 data system (**DS**)

data systems inquiry (**DSI**)
 data transfer system (**DTS**)
 date and place of birth (**DPOB**)
 dated (**dtd**)
 date departed United States (**DDUS**)
 date eligible for return from overseas (**DEROS**)
 date of birth (**DOB**)
 date of change of accountability (**DOCA**)
 date of current appointment (**DOCA**)
 date of current enlistment (**DOCE**)
 date of departure (**DODPRT**)
 date of permanent grade (**DPG**)
 date of rank (**DOR**)
 date of separation (**DOS**)
 date required to load (**DRL**)
 date returned from overseas (**DROS**)
 date-time group (**DTG**)
 Davison United States Army Airfield (**DUSAA**)
 DA Vocabulary of Information Elements (**DAVIE**)
 deadline (**DL**)
 dead on arrival (**DOA**)
 decision height (**DH**)
 Decision Information Distribution System-Civil Defense (**DIDS-CD**)
 decision logic table (**DLT**)
 decontaminate (**decon**)
 decontamination (**decon**)
 deep reconnaissance zone (**DRZ**)
 defend (**def**)
 defended (**def**)
 defended area model (**DAM**)
 defended area model II engagement evaluation (**DAM II-EE**)
 defended area model II engagement planning (**DAM II-EP**)
 defense (**def**)
 defense acquisition radar (**DAR**)
 Defense Acquisition Regulation (**DAR**)
 Defense Advisory Committee on Women in the Services (**DACOWITS**)
 Defense Attache (**DATT**)
 Defense automatic addressing system (**DAAS**)
 defense automatic integrated switching (**DAIS**)
 defense center control building (**DCCB**)
 defense center data processing (**DCDP**)
 Defense Central Index of Investigations (**DCII**)
 Defense Combat Evaluation (**DCE**)

Defense Commercial Communications Office (**DECCO**)
 Defense Communications Agency (**DCA**)
 Defense Communications Agency Instruction (**DCAI**)
 Defense Communications Engineering Agency (**DECEA**)
 Defense Communications Engineering Office (**DECEO**)
 Defense Communications Planning Group (**DCPG**)
 Defense Communications System (**DCS**)
 Defense Construction Supply Center (**DCSC**)
 Defense Contract Administration Services (**DCAS**)
 Defense Contract Administration Services District (**DCASD**)
 Defense Contract Administration Services Offices (**DCASO**)
 Defense Contract Administration Services Plant Representative Office (**DCASPRO**)
 Defense Contract Administration Services Region (**DCASR**)
 Defense Contract Administration Services Residency (**DCASQ**)
 Defense Control Center (**DCC**)
 defense counsel (**DC**)
 Defense Development Exchange Program (**DDEP**)
 Defense Distinguished Service Medal (**DDSM**)
 Defense Documentation Center for Scientific and Technical Information (**DDC**)
 Defense Economic Analysis Council (**DEAC**)
 Defense Electronics Supply Center (**DESC**)
 Defense Family Housing (**DFH**)
 Defense Freight Railway Interchange Fleet (**DFRIF**)
 Defense Fuel Supply Center (**DFSC**)
 Defense General Supply Center (**DGSC**)
 Defense Guidance Memorandum (**DGM**)
 Defense Industrial Security Clearance Office (**DISCO**)
 Defense Industrial Security Education and Training Office (**DISTO**)
 Defense Industrial Supply Center (**DISC**)
 Defense Information Automated Locator System (**DIALS**)
 Defense Information School (**DINFOS**)
 Defense Integrated Data Systems (**DIDS**)
 Defense Integrated Management Engineering Systems (**DIMES**)
 Defense Intelligence Agency (**DIA**)
 Defense Intelligence Agency Manual (**DIAM**)
 Defense Investigative Service (**DIS**)
 Defense Item Entry Control Office (**DIECO**)
 Defense Item Entry Control Program (**DIECP**)
 Defense Language Aptitude Test (**DLAT**)
 Defense Language Institute, English Language Center (**DLIEL**)
 Defense Language Institute, Foreign Language Center (**DLIFLC**)
 Defense language Proficiency Test (**DLPT**)
 Defense Language Program (**DLP**)
 Defense Liaison Officer to the White House (**DEFLOWH**)
 Defense Logistics Agency (**DLA**)
 Defense Logistics Agency regulation (**DLAR**)
 Defense Logistics Services Center (**DLSC**)
 Defense Mapping Agency (**DMA**)
 Defense Mapping Agency Aerospace Center (**DMAAC**)
 Defense Mapping Agency Hydrographic Center (**DMAHC**)
 Defense Mapping Agency Topographic Center (**DMATC**)
 Defense Mapping School (**DMS**)
 defense materials system (**DMS**)
 Defense Medical Materiel Board (**DMMB**)
 Defense Meritorious Service Medal (**DMSM**)
 Defense National Communications Control Center (**DNCCC**)
 Defense Nuclear Agency (**DNA**)
 Defense Officer Record Examination (**DORE**)
 Defense Order Priority Rating (**DOPR**)
 Defense Orientation Conference Association (**DOCA**)
 Defense Personnel Support Center (**DPSC**)
 Defense planning staff (**DPS**)
 Defense Planning Working Group of Defense Ministers (**DPWG**)
 Defense procurement circular (**DPC**)
 Defense Program Memorandum (**DPM**)
 defense readiness condition (**DEFCON**)
 Defense Representative, North Atlantic Mediterranean Area(**DEFREPNAME**)
 Defense Retail Interservice Logistic Support (**DRILS**)
 Defense Sensor Imagery Application Training Programs (**DSIATP**)
 Defense Special Security Communications System (**DSSCS**)
 Defense Subsistence Office (**DSO**)
 Defense Subsistence Region-Europe (**DSRE**)
 Defense Superior Service Medal (**DSSM**)
 Defense Supply Agency regulation (**DSAR**)
 Defense Supply Center (**DSC**)
 Defense Systems Acquisition Review Council (**DSARC**)
 Defense Systems Management College (**DSMC**)
 Defense Technical Review Agency (**DTRA**)
 Defense Transportation System (**DTS**)
 Defense Visual Flight Rule (**DVFR**)
 defensive (**def**)
 defensive fire (**DF**)
 delay in separation code (**DISC**)
 delayed entry program (**DEP**)
 delivery point (**DP**)

demilitarize (**demil**)

demilitarized zone (**DMZ**)

demolition (**dml**)

demonstration and shakedown operations (**DASO**)

dental activity (**DENTAC**)

dental continuation pay (**DCP**)

Dental Corps (**DC**)

dental therapy assistant (**DTA**)

Departmental Industrial Plant Reserve (**DIPR**)

Department of Army Avionics Master Plan (**DAAMP**)

Department of Army Regional Representative (**DARR**)

Department of Army Secure Facsimile (**DARFAX**)

Department of Commerce (**COMM**)

Department of Defense (**DOD**)

Department of Defense Ammunition Code (**DODAC**)

Department of Defense Computer Institute (**DODCI**)

Department of Defense Damage Assessment Center (**DODDAC**)

Department of Defense directive (**DODD**)

Department of Defense Emergency Plans (**DODEP**)

Department of Defense Federal Acquisition Regulation Supplement(**DFARS**)

Department of Defense Foreign Disclosure Coordinating Office(**DODFDCO**)

Department of Defense Household Goods Field Office (**DODHGFO**)

Department of Defense identification code (**DODIC**)

Department of Defense instruction (**DODI**)

Department of Defense, Military Pay and Allowance Committee(**DODMPAC**)

Department of Defense Military Pay and Allowances Entitlements Manual (**DODPM**)

Department of Defense National Agency Check Center (**DODNACC**)

Department of Defense research and engineering (**DODRE**)

Department of Energy (**DOE**)

Department of Health, Education, and Welfare (**DHEW**)

Department of Justice (**DOJ**)

Department of State (**STATE DEPT**)

Department of the Air Force (**DAF**)

Department of the Army (**DA**)

Department of the Army Allocation Committee, Ammunition (**DAACA**)

Department of the Army Alternate Command and Control Element(**DAACCE**)

Department of the Army Civilian (**DAC**)

Department of the Army Command and Control Reporting System(**DAXREP**)

Department of the Army Command and Control System (**DACCS**)

Department of the Army Communication Resources Plan (**DACRP**)

Department of the Army Communications Center (**DACC**)

Department of the Army Distribution/Allocation Committee (**DADAC**)

Department of the Army Forward Depot (**DAFD**)

Department of the Army Forward Floating Depot (**DAFFD**)

Department of the Army Intelligence Plan (**DAIP**)

Department of the Army International Rationalization Office(**DAIRO**)

Department of the Army Liaison Team (**DALT**)

Department of the Army/Main (**DEPTAR/MAIN**)

Department of the Army Management Information System (**DAMIS**)

Department of the Army Management Review and Improvement Program(**DAMRIP**)

Department of the Army Master Priority List (**DAMPL**)

Department of the Army Materiel Annex (**DAMA**)

Department of the Army Military Personnel Management Team(**DAMPMT**)

Department of the Army modification work order (**DAMWO**)

Department of the Army Motion Picture/Television Production Board(**DAMP/TVPB**)

Department of the Army Motion Picture/Television Production Program (**DAMP/TVPP**)

Department of the Army Partial Mobilization Expansion Plan (**PAM**)

Department of the Army Policy for Disclosure of Classified Military Information to Foreign Government (**DADCMI**)

Department of the Army relocation sites (**DARS**)

Department of the Army Requisitioning, Receipt, and Issue System(**DARRIS**)

Department of the Army special order (**DASO**)

Department of the Army Special Photographic Office (**DASPO**)

Department of the Army Strategic Logistics (**DASL**)

Department of the Army Suitability Evaluation Board (**DASEB**)

Department of the Army Systems Staff Officer (**DASSO**)

Department of the Army Training and Support Committee (**DATSC**)

Department of the Interior (**DOI**)

Department of the Navy (**DN**)

Department of Transportation (**DOT**)

Department of Treasury (**TREAS DEPT**)

departure airfield (**DAF**)

departure airfield control (**DAFC**)

departure airfield control group (**DACG**)

dependency and indemnity compensation (**DIC**)

dependent (**depn**)

dependent housing area (**DHA**)
 deployment area location code (**DALC**)
 deployment mobilization troop basis (**DMTB**)
 deployment model (**DEMOD**)
 Deployment of NIKE-X Study (**DEPEX**)
 deployment readiness condition (**DRC**)
 Deployment Reporting System (**DEPREP**)
 Deployment Status of Army Units (**DEPSTAR**)
 depot (**dep**)
 depot activity (**DEPACTV**)
 depot maintenance control center (**DMCC**)
 depot maintenance interservice support agreement (**DMISA**)
 depot maintenance work requirements (**DMWR**)
 depot property officer (**DPO**)
 deputy brigade commander (**DBC**)
 Deputy Chief of Staff (**DCS**)
 Deputy Chief of Staff, Communications-Electronics (**DCSC-E**)
 Deputy Chief of Staff, Comptroller (**DCSCOMPT**)
 Deputy Chief of Staff, Force Development (**DCSFOR**)
 Deputy Chief of Staff for Combat Developments (**DCSCD**)
 Deputy Chief of Staff for Intelligence (**DCSI**)
 Deputy Chief of Staff for Logistics (**DCSLOG**)
 Deputy Chief of Staff for Operations and Plans (**DCSOPS**)
 Deputy Chief of Staff for Operations and Intelligence (**DCSOI**)
 Deputy Chief of Staff for Personnel (**DCSPER**)
 Deputy Chief of Staff for Research, Development, and Acquisition(**DCSRDA**)
 Deputy Chief of Staff for Reserve Officers' Training Corps(**DCSROTC**)
 Deputy Chief of Staff for Resource Management (**DCSRM**)
 Deputy Chief of Staff for Training and Schools (**DCSTS**)
 Deputy Chief of Staff, Management Information Systems (**DCSMIS**)
 Deputy Chief of Staff, Operations and Training (**DCSO&T**)
 Deputy Chief of Staff, Personnel and Administration (**DCSPA**)
 deputy commanding general (**DCG**)
 deputy commanding officer (**DCO**)
 Deputy SAFEGUARD System Manager (**DSAFSM**)
 Deputy Secretary of Defense (**DEPSECDEF**)
 Deputy Secretary of the General Staff (**Coordination and Reports**)(**DSGS**)(**CAR**)
 Deputy Supreme Allied Commander (**DSAC**)
 Deputy Under Secretary of the Army (**DUSA**)
 Desert Test Center (**DTC**)
 design capability line (**DCL**)

Design Review and Acceptance Group (**DRAAG**)
 design to unit production cost (**DTUPC**)
 desired ground zero (**DGZ**)
 destination (**dest**)
 destroyer minelayer (**DM**)
 detach (**det**)
 detached (**det**)
 detachment (**det**)
 detail (**dtd**)
 detailed functional system requirement (**DFSR**)
 detailed test plan (**DTP**)
 determination and finding (**D&F**)
 development acceptance (**DEVA**)
 development acceptance test (**DAT**)
 developmental basis of issue (**DBOI**)
 Development Concept Paper (**DCP**)
 development test and evaluation (**DT&E**)
 development testing (**DT**)
 development type (**DT**)
 dial central office (**DCO**)
 Dictionary of Occupational Titles (**DOT**)
 died of injuries (**DOI**)
 died of wounds (**DOW**)
 digital data link (**DDL**)
 digital drive amplifier (**DDA**)
 digital error detection subsystem (**DEDS**)
 digital message device (**DMD**)
 direct (**dir**)
 direct access storage device (**DASD**)
 direct advisory of recorded transactions (**DART**)
 direct aerial fire support (**DAFS**)
 direct air support center (**DASC**)
 Direct Commissary Support System (**DICOMSS**)
 directed (**dir**)
 direct exchange (**DX**)
 direct exchange activity (**DXA**)
 direct exchange item (**DXI**)
 directed military overstrength (**DMO**)
 directing staff (**DS**)
 direction (**dir**)
 direction finding(**er**) (**DF**)
 direct liaison authorized (**DIRLAUTH**)
 director (**dir**)
 Directorate of Engineering and Housing (**DEH**)

Directorate of Facilities Engineering; division force equivalents(**DFE**)
 Directorate of Military Support (**DOMS**)
 Director, Central Intelligence (**DCI**)
 Director, Comptroller Systems (**DCS**)
 Director, Field Maintenance (**DIRFM**)
 Director, Food Management (**DFM**)
 Director, Joint Staff (**DJS**)
 Director, Joint Staff Memorandum (**DJSM**)
 Director, Management Information Systems (**DMIS**)
 Director, National Security Agency (**DIRNSA**)
 Director of Army Instruction (**DAI**)
 Director of Army Programs (**DAP**)
 Director of Army Technical Information (**DATI**)
 Director of Civilian Personnel (**DCP**)
 Director of Commissary Operations (**DOCO**)
 Director of Communications-Electronics (**DC-E**)
 Director of Defense Research and Engineering (**DDRE**)
 Director of Dental Services (**DDS**)
 Director, Office of Civil Defense (**DIROCD**)
 Director of Health Services (**DHS**)
 Director of Industrial Operations (**DIO**)
 Director of Medical Activities (**DMEDA**)
 Director of Military Assistance (**DMA**)
 Director of Operations, Training, and Intelligence (**DOTI**)
 Director of Personnel and Administration (**DIRPA**)
 Director of Personnel and Community Activities (**DPCA**)
 Director of Plans and Training (**DPT**)
 Director of Security (**DSEC**)
 Director of the Army Budget (**DAB**)
 Director of the Army Staff (**DAS**)
 Director of Weapon Systems Analysis (**DWSA**)
 Director, Strategic Target Planning (**DSTP**)
 Directory of Mortuary Operations (**DMO**)
 Direct Supply Support Activity (**DSSA**)
 direct supply support point (**DSSP**)
 direct support (**DS**)
 direct support aviation section (**DSAS**)
 direct support group (**DSG**)
 Direct Support System (**DSS**)
 direct support unit (**DSU**)
 Disability Review Council (**DRC**)
 disbursing officer voucher (**DOV**)
 Discrepancy in Shipment Report (**DISREP**)

discrepancy reports (**DR**)
 discrimination analysis technique adapted and refined at Kwajalein(**DARK**)
 discrimination data processing system (**DDPS**)
 dishonorable discharge (**DD**)
 disk operating system (**DOS**)
 displaced equipment training (**DET**)
 displaced person (**DP**)
 display information processor (**DIP**)
 disposition form (**DF**)
 distance measuring equipment (**DME**)
 distant early warning (**DEW**)
 distant early warning identification zone (**DEWIZ**)
 distinctive insignia (**D/I**)
 Distinguished Flying Cross (**DFC**)
 distinguished military graduate (**DMB**)
 Distinguished Pistol Shot Badge (**DDB-P**)
 Distinguished Rifleman Badge (**DDB-R**)
 Distinguished Service Cross (**DSC**)
 Distinguished Service Medal (**DSM**)
 Distinguished Unit Citation (**DUC**)
 distribute (**distr**)
 distribution (**distr**)
 distribution authority (**DISTRA**)
 distribution drop point (**DDP**)
 distribution of stockage code (**DSC**)
 distribution point (**DSP**)
 district (**dist**)
 district engineer (**DISTENGR**)
 district recruiting command (**DRC**)
 district reserve equipment (**DRE**)
 district transportation officer (**DTO**)
 division (**div**)
 division air defense (**DIVAD**)
 divisional (**div**)
 division ammunition officer (**DAO**)
 division artillery group (**opposing forces**) (**DAG**)
 division communications-electronics officer (**DCEO**)
 division data center (**DDC**)
 Division Engineer (**DIVENGR**)
 division force equivalents (**DFE**)
 Division Logistical Operation Center (**DLOC**)
 Division Logistics Control Center (**DLCC**)
 division logistics system (**DLOGS**)

Division Logistics System Test (**DLST**)
 division materiel management center (**DMMC**)
 division property book officer (**DPBO**)
 division rapid reaction force (**DRRF**)
 division ready force (**DRF**)
 division support area (**DSA**)
 division support command (**DISCOM**)
 division tactical operations center (**DTOC**)
 division tactical zone (**DTZ**)
 document identifier code (**3 characters**)
 identifying type of action subtype and modifying (**DIC**)
 document log (**DL**)
 document status report (**DSR**)
 DOD activity address code (**DODAAC**)
 DOD computer security center (**DODCSC**)
 DOD Consolidated List of Principal Military Items (**DODCLPMI**)
 DOD Industrial Equipment Reserve (**DODIER**)
 DOD Industrial Security Program (**DISP**)
 DOD Logistics Data Element Standardization and Management Office(**LOGDESMO**)
 DOD Logistics Data Element Standardization and Management Program(**LOGDESMAP**)
 DOD Logistics Systems Plan (**LOGPLAN**)
 DOD master urgency list (**MUL**)
 doppler filter mixer-oscillator (**DFMO**)
 double sideband (**DSB**)
 draft manual (**DM**)
 Draft Presidential Memorandum (**DPM**)
 drill sergeant (**DS**)
 Drill Sergeant Identification Badge (**DSIDBAD**)
 Drill Sergeant School (**DSS**)
 driver (**dvr**)
 Driver and Mechanic Badge, Driver-A (**for amphibious vehicles**) (**DvrMechBadA**)
 Driver and Mechanic Badge, Driver-M (**for motorcycles**)(**DvrMechBadM**)
 Driver and Mechanic Badge, Mechanic (**for automotive or allied vehicles**) (**DvrMechBadMech**)
 Driver and Mechanic Badge, Operator-S (**for special mechanical equipment**) (**DvrMechBadOp**)
 Driver and Mechanic Badge, Driver-T (**for tracked vehicles**)(**DvrMechBadT**)
 Driver and Mechanic Badge, Driver-W (**for wheeled vehicles**)(**DvrMechBadW**)
 drone antisubmarine helicopter (**DASH**)
 drop altitude (**DALT**)
 dropped from rolls (**DFR**)

drop zone (**dropping zone**) (**DZ**)
 drop zone safety officer (**DZSO**)
 dual-purpose improved conventional munition (**DPICM**)
 Dugway Proving Ground (**DPG**)
 duplicate (**dupe**)
 duty military occupational speciality (**DMOS**)
3-5. "E" listings
 earliest arrival date (**EAD**)
 early acquisition system (**EASY**)
 early warning (**EW**)
 early warning radar (**EWR**)
 east-northeast (**ENE**)
 east-southeast (**ESE**)
 echelon (**ech**)
 Echelons Above Division Study (**EADS**)
 economic and contingency reserve stock (**ECRS**)
 Economic Commission for Asia and the Far East (**ECAFE**)
 economic inventory procedures (**EIP**)
 economic order quantity (**EOQ**)
 economic order van (**EOV**)
 education (**educ**)
 educational development of military personnel (**EDOMP**)
 Educational Requirements Test (**ERT**)
 Education Center (**EDCEN**)
 Education Equivalency Test (**EET**)
 education manual (**EM**)
 effect (**eff**)
 effective (**eff**)
 effective date (**E-date**)
 effective date of change of strength accountability (**EDCSA**)
 electrical engineer inspector (**EEI**)
 electromagnetic compatibility (**EMC**)
 Electromagnetic Compatibility Analysis Center (**ECAC**)
 electromagnetic compatibility program (**EMCP**)
 electromagnetic energy environment criteria (**EEEC**)
 electromagnetic environment test facility (**EMETF**)
 electromagnetic pulse (**EMP**)
 electromagnetic radiation (**EMR**)
 electromotive force (**EMF**)
 electronic cash register (**ECR**)
 electronic countermeasures (**ECM**)
 electronic counter-counter-measures (**ECCM**)
 electronic data processing (**EDP**)
 electronic data processing system (**EDPS**)

electronic data transmission working party (**ELDATRAWP**)
 electronic digital computer (**EDC**)
 electronic intelligence (**ELINT**)
 electronic mail message (**EMM**)
 electronic order of battle (**EOB**)
 electronic reconnaissance (**ER**)
 electronic security (**ELSEC**)
 electronic surveillance (**ES**)
 Electronics Supporting Systems, Project Office (**ESSPO**)
 electronic warfare (**EW**)
 electronic warfare element (**EWE**)
 electronic warfare support measures (**ESM**)
 element (**elm**)
 elements of expense (**EE**)
 eligible for separation (**ES**)
 Elint Advisory Group (**EAG**)
 embark (**emb**)
 emergency (**emerg**)
 emergency action message authentication system (**EAMAS**)
 emergency actions noncommissioned officer (**EANCO**)
 emergency actions officer (**EAO**)
 Emergency Actions Procedures (**EAP**)
 emergency condition (**EMERGCON**)
 emergency defense plan (**US-Canada**) (**EDP**)
 emergency deployment readiness exercise (**EDRE**)
 emergency medical services (**EMS**)
 emergency medical treatment (**EMT**)
 Emergency Message Automatic Transmitting System (**EMATS**)
 emergency movements atomic (**EMA**)
 Emergency Operations Center (**EOC**)
 emergency relocation site (**ERS**)
 emergency room (**ER**)
 emergency traffic coordinating officer (**ETCO**)
 Emergency Traffic Disposition Plan (**ETDP**)
 emergency urgent change package (**EUCP**)
 emission control orders (**EMCON**)
 emitter location and identification (**ELI**)
 emplacement (**empl**)
 employ (**empl**)
 employer identification code (**EIC**)
 Encrypted for Transmission Only (**EFTO**)
 enclosure; enclose; enclosed; enclosing (**encl**)
 endorse; endorsing; endorsed; endorsement (**end**)
 end item (**EI**)

enemy (**en**)
 Enemy Civilian Internee Information Bureau (**ECIIB**)
 enemy prisoner of war (**EPW**)
 Enemy Prisoner of War Information Bureau (**EPWIB**)
 engagement effectiveness (**EE**)
 engineer (**enr**)
 engineer design test (**EDT**)
 engineered military circuit (**EMC**)
 engineer element (**ENGRE**)
 engineer information and data systems office (**EIDSO**)
 engineering change notice (**ECN**)
 engineering change proposal (**ECP**)
 engineering design (**ED**)
 engineering release record (**ERR**)
 engineering/service test and independent evaluation program (**E/S TIEP**)
 engineering test (**ET**)
 engineer research and development laboratories (**ERDL**)
 Engineer Strategic Studies Group (**ESSG**)
 English comprehension level (**ECL**)
 English-speaking nations (**ESN**)
 Enhanced Enlisted Master Tape Record (**EEMTR**)
 Eniwetok Proving Ground (**EPG**)
 enlisted evaluation report (**EER**)
 enlisted evaluation system (**EES**)
 enlisted man or men (**EM**)
 enlisted master file (**EMF**)
 enlisted member (**EM**)
 enlisted personnel (**EP**)
 Enlisted Personnel Directorate, MILPERCEN (**EPD**)
 Enlisted Personnel Management System (**EPMS**)
 enlisted record brief (**ERB**)
 enlistment bonus (**EB**)
 en route (**enr**)
 ensign (**ens**)
 Entrance National Agency Check (**ENTNAC**)
 entry military occupational specialty (**EMOS**)
 entry on active duty (**EAD**)
 entry on duty (**EOD**)
 environmental data collection and processing facility (**EDCPF**)
 environmental impact statement (**EIS**)
 environmental moral leave (**EML**)
 equal employment opportunity (**EEO**)
 equipment (**equip**)

equipment category code (**ECC**)
 equipment concentration sites (**ECS**)
 equipment deadlined for maintenance (**EDM**)
 Equipment Decontamination Station (**EDS**)
 equipment density data (**EQDD**)
 Equipment Distribution and Condition Report (**EDAC**)
 equipment distribution planning studies (**EDPS**)
 equipment improvement recommendation (**EIR**)
 equipment maintenance log (**EML**)
 equipment maintenance record (**EMR**)
 equipment on station date (**EOSD**)
 equipment operationally ready (**EOR**)
 equipment performance report (**EPR**)
 equipment publication (**EP**)
 equipment readiness date (**ERD**)
 equipment serviceability criteria (**ESC**)
 equipment shipment ready date (**ESRD**)
 equivalent (**equiv**)
 equivalent full charge (**EFC**)
 essential elements of analysis (**EEA**)
 essential elements of friendly information (**EEFI**)
 essential elements of information (**EEI**)
 essential repair part stockage list (**ERPSL**)
 establish (**estb**)
 established (**estb**)
 establishment (**estb**)
 estimate (**est**)
 estimated (**est**)
 estimated date of completion (**EDC**)
 estimated date of separation (**EDS**)
 estimated delivery date (**EDD**)
 estimated expenditure of ammunition (**EEA**)
 estimated time in commission (**ETIC**)
 estimated time of arrival (**ETA**)
 estimated time of completion (**ETC**)
 estimated time of departure (**ETD**)
 estimated time of return (**ETR**)
 estimated travel time (**ETT**)
 estimation (**est**)
 European-African-Middle Eastern Campaign Medal (**EAME**)
 European Area Communications Plan (**EACP**)
 European Command Coordination Committee (**ECCE**)
 European Communications Security and Evaluation Agency of the
 Military Committee, London (**EUSEC**)
 European Distribution and Accounting Agency of the Military
 Committee, London (**EUDAC**)
 European Economic Community (**EEC**)
 European Liaison Group (**ELG**)
 European Mobility Service Office (**EMSO**)
 European Naval Communications Agency (**ENCA**)
 European Requirements and Army Capabilities (**EURAC**)
 European Requirements List (**ERL**)
 European Research Office (**ERO**)
 European Tropospheric-Scatter Army (**Communications System**)
 (**ETA**)
 evacuate (**evac**)
 evacuated (**evac**)
 evacuation (**evac**)
 evasion and escape (**E&E**)
 Excellence-in-Competition Badge, Pistol (**ECB-P**)
 Excellence-in-Competition Badge, Rifle (**ECB-R**)
 exclude (**excl**)
 excluded (**excl**)
 excluding (**excl**)
 exclusive (**excl**)
 executive agent (**EXAGT**)
 executive officer (**XO**)
 executive order (**EO**)
 executive review of overseas programs (**EROP**)
 exercise Control Center (**EXCC**)
 exercise readiness condition (**EXREDCON**)
 exercise control group (**EXCG**)
 expanded additional skill identifier (**EASI**)
 expanded position indicator (**EPI**)
 expedite (**xpd**)
 expedited movement report (**EXMOVREP**)
 expedited nonstandard urgent requirements for equipment
 (**ENSURE**)
 expenditure order (**XO**)
 experimental (**X**)
 experimental bomb (**TX**)
 experimental warhead (**XW**)
 Expert Infantryman Badge (**EIB**)
 Expert Field Medical Badge (**EFMB**)
 Expert Qualification Badge (**ExpQualBad**)
 expiration of service agreement (**ESA**)
 expiration of term of service (**ETS**)
 exploit (**xplt**)
 explosive ordnance disposal (**EOD**)

Explosive Ordnance Disposal Badge (**EODBAD**)
 explosive ordnance disposal control (**EODC**)
 explosive ordnance reconnaissance (**EOR**)
 explosive ordnance reconnaissance agent (**EORA**)
 express transportation order (**ETO**)
 extended range ballistic missile (**ERBM**)
 Extended Range LANCE (**XRL**)
 extended reconnaissance zone (**ERZ**)
 extension training material (**ETM**)
 extra regimental assignment (**ERA**)
 extra time allowance (**EXTAL**)
 extremely sensitive information (**ESI**)
 eye, ear, nose, and throat (**EENT**)

3-6. "F" listings

facilities and communication evaluation (**FACE**)
 facilities control center (**FACCONCEN**)
 facilities control relay unit (**FCRU**)
 facilities engineering items (**FEI**)
 facility security profile (**FSP**)
 facsimile (**fax**)
 failure definitions/scoring criteria (**FD/SC**)
 Fair Employment Practices Act (**FEPA**)
 Fair Labor Standards Act (**FLSA**)
 family housing (**FHSG**)
 Family Housing Division (**FHD**)
 family housing management account (**FHMA**)
 family of scatterable mines (**FASCAM**)
 family separation allowance (**FSA**)
 family services and assistance officer (**FSAO**)
 Far East (**FE**)
 Fast Deployment Logistic (**Ship**) (**FDL**)
 fast time constant (**FTC**)
 fault isolation by semiautomated techniques (**FIST**)
 fault location and monitoring (**FLAM**)
 fault location and repair (**FLAR**)
 fault location indicating console (**FLIC**)
 fault location panel (**FLP**)
 fault locator system (**FLS**)
 Federal Acquisition Regulation (**FAR**)
 Federal Archives and Records Center (**FARC**)
 Federal Aviation Administration (**FAA**)
 Federal Aviation Regulations (**FAR**)
 Federal Bureau of Investigation (**FBI**)
 Federal Civil Defense Administration (**FCDA**)

Federal Committee on Pest Control (**FCPC**)
 Federal Communications Commission (**FCC**)
 Federal Contract Research Center (**FCRC**)
 Federal Emergency Management Agency (**FEMA**)
 Federal Employees' Group Life Insurance (**FEGLI**)
 Federal Employees Health Benefits Program (**FEHBP**)
 Federal Highway Administration (**FHWA**)
 Federal Housing Authority Insurance (**FHAI**)
 Federal Insurance Contributions Act (**FICA**)
 Federal item identification (**FII**)
 Federal Item Identification Guides for Supply Cataloging (**FIIGSC**)
 Federal Item Identification Guide System (**FIIGS**)
 Federal item identification number (**FIIN**)
 Federal Manual for Supply Cataloging (**FMSC**)
 Federal Merit Promotion Program (**FMPP**)
 Federal Personnel Manual (**FPM**)
 Federal Post Card Application (**FPCA**)
 Federal Power Commission (**FPC**)
 Federal Property Management Regulation (**FPMR**)
 Federal Railroad Administration (**FRA**)
 Federal Records Center, GSA (**FRC**)
 Federal stock number (**FSN**)
 Federal supply classification (**FSC**)
 Federal supply code for manufacturers (**FSCM**)
 Federal supply schedule (**FSS**)
 Federal Telecommunications System (**FTS**)
 Federal Water Pollution Control Administration (**FWPCA**)
 Federal Women's Program (**FWP**)
 Federal Women's Program Coordinator (**FWPC**)
 field alert status (**FAS**)
 Field Army Communication System (**FACS**)
 Field Army Issuing Office (**FAIO**)
 Field Army Messenger Service (**FAMS**)
 Field Army Petroleum Office (**FAPO**)
 Field Army Replacement System (**FARS**)
 Field Army Service Area (**FASA**)
 Field Army Tactical Operation Center (**FATOC**)
 field artillery (**FA**)
 field artillery air observer (**FAAO**)
 field artillery brigade (**FAB**)
 field artillery digital automatic computer (**FADAC**)
 field artillery intelligence officer (**FAIO**)
 field artillery logic tester (**FALT**)
 field artillery missile (**FAM**)

field artillery target acquisition battalion (**FATAB**)
 field artillery target acquisition group (**FATAG**)
 field cable installation platoon (**FCIP**)
 field carrier landing practice (**FCLP**)
 Field Command, Defense Nuclear Agency (**FLDCOMDNA**)
 field communication unit (**FCU**)
 field configuration control board (**FCCB**)
 field expedient (**FE**)
 field maintenance shop (**FLDMS**)
 field maintenance test station (**FMTS**)
 field manual (**FM**)
 field marshal (**FM**)
 field medical card (**FMC**)
 field officer of the day (**FOD**)
 field of fire (**Foff**)
 field operating agency (**FOA**)
 field order (**FO**)
 Field Representative Europe (**FRE**)
 Field Representative Far East (**FRFE**)
 field training exercise (**FTX**)
 field training services (**FTS**)
 field wire command link (**FWCL**)
 fighter interceptor (**FI**)
 fighting vehicle system (**FVS**)
 figure (**fig**)
 film optical sensing device for input to computers (**FOSDIC**)
 final bomb release line (**FBRL**)
 final operational capability (**FOC**)
 final protective fires (**FPF**)
 Final Staging Base (**FSB**)
 finance and accounting office(r) (**FAO**)
 Finance and Accounting Policy (**FAP**)
 Finance Corps (**FC**)
 finance disbursing section (**FDS**)
 finance officer (**FO**)
 financial data records folder (**FDRF**)
 financial inventory accounting (**FIA**)
 financial inventory reports (**FIR**)
 financial management plan (**FMP**)
 Financial Management Plan for Emergency Conditions (**FMPEC**)
 financial management report (**FMR**)
 fireball radius (**FBR**)
 fire control (**FC**)
 fire control system (**FCS**)
 fire coordination line (**FCL**)
 fire direction center (**FDC**)
 fire direction officer (**FDO**)
 firepower potential (**FPP**)
 fire support area (**FSA**)
 fire support base (**FSB**)
 fire support coordination (**FSC**)
 fire support coordination line (**FSCL**)
 fire support coordinator (**FSCoord**)
 fire support element (**FSE**)
 fire support officer (**FSO**)
 fire support team (**FIST**)
 fire support team vehicle (**FISTV**)
 fire unit (**FU**)
 fire unit analyzer (**FUA**)
 fire unit integration facility (**FUIF**)
 firing battery (**FB**)
 firing site command post (**FSCP**)
 firing tables (**FT**)
 first article configuration inspection (**FACI**)
 first article configuration review (**FACR**)
 First Class Diver Badge (**FCDIVBAD**)
 first lieutenant (**1LT**)
 first production unit (**FPU**)
 first sergeant (**1SG**)
 first training unit (**FTU**)
 fiscal guidance (**FG**)
 fiscal guidance memorandum (**FGM**)
 fiscal station number (**FSN**)
 fiscal year (**FY**)
 Fitzsimons Army Medical Center (**FAMC**)
 Five-Year Defense Program (**FYDP**)
 Five-Year Materiel Program (**FYMP**)
 Five-Year Planning Base (**FYPB**)
 Five-Year Procurement Program (**FYPP**)
 Five-Year Test Program (**FYTP**)
 fixed-target information (**FTI**)
 fixed wing (**FW**)
 fleet admiral (**FADM**)
 fleet ballistic missile (**FBM**)
 Fleet Marine Force (**FMF**)
 Fleet Post Office (**FPO**)
 Flexowriter equipment (**FLEX**)
 flight (**flt**)

flight article (**FLA**)
 Flight Communications Center (**FCC**)
 Flight Coordination Center (**FCC**)
 flight information bulletin (**FIB**)
 flight information center (**FIC**)
 flight information publication (**FLIP**)
 flight information region (**FIR**)
 flight information service (**FIS**)
 Flight Operations Center (**FOC**)
 flight surgeon (**FS**)
 Flight Surgeon Badge (**FLTSURBAD**)
 floating (**fltg**)
 floating aircraft maintenance facility (**FAMF**)
 follow (**fol**)
 followed (**fol**)
 following (**fol**)
 follow-up on supply action taken (**FUPOSAT**)
 force accounting system (**FAS**)
 force/activity designator (**FAD**)
 Force and Weapon Analysis System (**FOREWAS**)
 force beachhead line (**FBHDL**)
 force development testing and experimentation (**FDTE**)
 Force Modernization Training (**FMT**)
 force planning analysis (**FPA**)
 force planning guide (**FPG**)
 force requirement number (**FRN**)
 force requirement troop list reporting system (**FORTL**)
 forces status report (**FORSTAT**)
 Foreign Agricultural Service (**FAS**)
 Foreign Area Officer (**FAO**)
 Foreign Broadcast Information Service (**FBIS**)
 Foreign Claims Settlement Commission (**FCSC**)
 foreign clearance guide (**military**) (**FCG**)
 foreign criminal jurisdiction (**FCJ**)
 foreign duty pay (**FDP**)
 foreign intelligence (**FI**)
 foreign internal defense (**FID**)
 foreign leave (**FLV**)
 foreign liaison office (**FLO**)
 foreign materiel catalog (**FOMCAT**)
 foreign military sales (**FMS**)
 foreign military sales order (**FMSO**)
 foreign military sales program (**FMSP**)
 foreign object damage (**FOD**)
 foreign rations not available (**FRNA**)
 foreign separate rations (**FSR**)
 foreign service availability (**FSA**)
 foreign service credits (**FSC**)
 foreign service selection date (**FSSD**)
 foreign service tour (**FST**)
 for further transfer (**FFT**)
 FORMERLY RESTRICTED DATA (***FRD**)
 forms management officer (**FMO**)
 Formula Translation (a scientific programming language for computers) (**FORTRAN**)
 For Official Use Only (**FOUO**)
 fort Ft. (when used with location spell out Fort)
 for the information of (**INFO**)
 Fort Indiantown Gap (**FTIG**)
 Fort Wingate Army Depot (**FWAD**)
 forward (**fwd**)
 forward acquisition radar (**FAR**)
 forward air controller (**FAC**)
 forward air control post (**FACP**)
 forward airfield supply organization (**FASO**)
 forward area alerting radar (**FAAR**)
 forward area alerting system (**FAAS**)
 forward area rearm/refuel point (**FARP**)
 Forward Area Support Coordination Officer (**FASCO**)
 forward area weapons (**FAW**)
 forward bomb line (**FWDBL**)
 forwarded (**fwd**)
 forward edge of the battle area (**FEBA**)
 forward forward air controller (**FFAC**)
 forward interpretation unit (**FIU**)
 forward line of own troops (**FLOT**)
 forward observer (**FO**)
 forward service support element (**FSSE**)
 for your information (**FYI**)
 for your information and guidance (**FYIG**)
 Four Power Joint Military Commission (**FPJMC**)
 fractional orbital bombardment system (**FOBS**)
 fragmentary order (**FRAGO**)
 Frankford Arsenal (**FFA**)
 Freedom of Information Act (**FOIA**)
 free drop (**FD**)
 free fire zone (**FFZ**)
 free fire area (**FFA**)

free radical assay technique (**FRAT**)
 free rocket over ground (**FROG**)
 Free World Military Assistance Forces (**FWMAF**)
 Freight Automated System for Traffic Management (**FAST**)
 freight classification guide system (**FCGS**)
 freight traffic division (**FTD**)
 French Forces in Germany (**Forces Francaises Allemagne**) (**FFA**)
 French Fourragere (**FRFOURRA**)
 frequency (**freq**)
 frequency division multiplex (**FDM**)
 frequency modulated (**FM**)
 frequency modulated radar (**FMR**)
 frequency scan radar (**FSR**)
 frequent (**freq**)
 fuel air explosive (**FAE**)
 fuel supply depot (**FSD**)
 fuel supply office (**FSO**)
 Full Army Mobilization War Reserves (**FAM**)
 full-scale engineering development (**FSED**)
 full-time training duty (**FTTD**)
 full-tracked (**FT**)
 full-tracked vehicle (**FTRAC**)
 functional chief (**of a civilian career program**) (**FC**)
 functional user's manual (**FUM**)
 fund code (**FC**)
 funded delivery period (**FDP**)
 Funding Authorization Document (**FAD**)
 funding program advice (**FPA**)
3-7. "G" listings
 gaining inventory manager (**GIM**)
 gallon (**gal**)
 gap filler (**GF**)
 gap filler radar (**GFR**)
 gas liquid chromatography (**GLC**)
 gasoline (**gas**)
 gas proof (**GPF**)
 gas turbine generator set (**GTGS**)
 Gateway Army Ammunition Plant (**GAAP**)
 general (**GEN**)
 General Accounting Office (**GAO**)
 general agency agreement (**GAA**)
 General Agreement on Tariffs and Trade (**GATT**)
 General Classification Test (**GCT**)
 general counsel (**GC**)

general court-martial (**GCM**)
 general court-martial order (**GCMO**)
 general discharge (**GD**)
 General Educational Development Program (**GEDP**)
 general education development (**GED**)
 General Education Development Test (**GEDT**)
 general functional description (**GFD**)
 general functional system requirement (**GFSR**)
 general headquarters (**GHQ**)
 general industrial equipment reserve (**GIER**)
 General Information Test (**GIT**)
 General Inspection (**GI**)
 general ledger (**GL**)
 general maintenance aptitude area (**GM**)
 general merit (**GM**)
 general military science (**GMS**)
 General Military Subjects Test (**GMST**)
 general mobilization reserve stock (**GMRS**)
 general officers (**GO**)
 general officer money allowance (**GOMA**)
 General of the Army (**GA**)
 general operating agency (**GOA**)
 general operational requirements (**GOR**)
 general orders (**GO**)
 general outpost (**GOP**)
 general outpost line (**GOPL**)
 general performance appraisal system (**GPAS**)
 general purpose (**GP**)
 general purpose digital computer (**GPDC**)
 general purpose vehicle (**GPV**)
 general reports (**GENREP**)
 General Schedule (**GS**)
 general service (**GS**)
 General Services Administration (**GSA**)
 general service schools (**GSS**)
 general staff (**GS**)
 General Staff Council (**GSC**)
 General Staff Identification Badge (**G/SIDBAD**)
 general staff operational requirements (**GSOR**)
 general staff with troops (**GSWT**)
 general support (**GS**)
 General Support Forces (**GSF**)
 general support group (**GSG**)
 general support reinforcing (**GSR**)

general support rocket system (**GSRS**)
 general support unit (**GSU**)
 general surgery (**GENSURG**)
 general system description (**GSD**)
 general war reserves (**GWR**)
 general watch officer (**GWO**)
 Geneva Convention for the Amelioration of the Condition of the Wounded and Sick in Armed Forces in the Field, 12 August 1949(**GWS**)
 Geneva Convention for the Amelioration of the Condition of the Wounded and Sick of Armies in the field, 27 July 1929 (**GWS 1929**)
 Geneva Convention for the Amelioration of the Condition of the Wounded, Sick, and Shipwrecked Members of the Armed Forces at Sea, 12 August 1949 (**GWS Sea**)
 Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (**GC**)
 Geneva Convention Relative to the Treatment of Prisoners of War, 12 August 1949 (**GPW**)
 Geneva Convention Relative to the Treatment of Prisoners of War, 27 July 1929 (**GPW 1929**)
 geographic (**geo**)
 geographical location (**GEOLOC**)
 geographical specialist team (**GST**)
 geological (**geol**)
 gigahertz (**GHz**)
 Glider Badge (**GLIDER**)
 Global Navigation and Planning Chart (**GNPC**)
 Gold Life Saving Medal (**GLM**)
 Gold Star Lapel Button (**GSLB**)
 Government (**Govt**)
 Government bill of lading (**GBL**)
 Government contribution (**GC**)
 Government Employees Training Act (**GETA**)
 Government excess baggage authorization (**GEBA**)
 Government free issue (**GFI**)
 Government furnished equipment (**GFE**)
 Government furnished material (**GFM**)
 Government furnished property (**GFP**)
 Government of Indonesia (**GOI**)
 Government of the Republic of China (**GRC**)
 Government-owned, contractor-operated (**GOCO**)
 Government Printing Office (**GPO**)
 Government property lost or damaged (**GPLD**)
 graduate (**grad**)
 Granite City Army Depot (**GCAD**)
 graphics and administration (**GA**)
 graphic training aid (**GTA**)
 graves registration (**GRREG**)
 Graves Registration Service (**GRS**)
 Greenwich Civil Time (**GCT**)
 Greenwich Mean Time (**GMT**)
 grenade launcher (**GL**)
 grenadier (**grendr**)
 grid variation (**GV**)
 gross requirement (**GR**)
 gross weight (**GWT**)
 ground-controlled approach (**GCA**)
 ground controlled interception (**station**) (**GCI**)
 ground controlled radar (**GCR**)
 ground effect machine (**GEM**)
 ground emplaced mine scattering system (**GEMSS**)
 ground forward air controller (**GFAC**)
 ground handling equipment (**GHE**)
 ground laser locator designator (**GLLD**)
 ground liaison officer (**GLO**)
 ground order of battle (**GOB**)
 Ground Munitions Analysis Study (**GMAS**)
 ground observer post (**GOP**)
 Ground Self Defense Force Japan (**GSDFJ**)
 ground sensor terminal (**GST**)
 ground support equipment (**GSE**)
 ground surveillance radar (**GSR**)
 ground zero (**GZ**)
 group (**gp**)
 group action request lists (**GARL**)
 group fire distribution center (**GFDC**)
 Group Movement System (**GROUPS**)
 guard (**gd**)
 guerrilla warfare operational area (**GWOA**)
 guest housing (**GHSG**)
 guidance accuracy study for Sprint (**GASS**)
 guidance control group (**GCG**)
 guidance platform assembly (**GPA**)
 guided missile (**GM**)
 guided missile ammunition (**GMA**)
 gun fire area (**GFA**)
 gunner (**gnr**)
 gunnery (**gnry**)
 gunnery officer's console (**GOC**)
 gunnery range (**GR**)

gun range finder operator (GRFO)

3-8. "H" listings

hand-held radar (HHR)

hand receipt (HR)

harassing fire (HF)

harbor defense (HD)

harbor defense command (HDC)

harbor entrance control post (HECP)

harbor entrance control vessel (HECVES)

hardness test plan (HTP)

HAWK Equipment Logistics Program (HALP)

HAWK Logistics Group (HLG)

Hawthorne Army Ammunition Plant (HWAAP)

Hays Army Ammunition Plant (HYAAP)

head of a procuring activity (HPA)

head of contracting activity (HCA)

headquarters (HQ)

headquarters and headquarters battery (HHB)

headquarters and headquarters company (HHC)

headquarters and headquarters detachment (HHD)

headquarters and headquarters troop (HHT)

Headquarters and Installation Support Activity (HISA)

health and environment (HEV)

Health Professions Scholarship Program (HPSP)

health service area (HSA)

health service laboratory (HSL)

health service region (HSR)

heavy antitank/assault weapon (HAW)

heavy drop (HVDP)

heavy duty (HDY)

heavy equipment transporter (HET)

heavy lift helicopter (HLH)

heavy machine-gun (HMG)

heavy observation aircraft (HOA)

height (depth)

of burst (HOB)

height ranger finder (HRF)

helicopter (hel)

helicopter ambulance medical detachment (HAMD)

helicopter direction center (HDC)

helicopter team (HELITEAM)

Heraldic Quality Control System (HQCS)

hertz (Hz)"H" hour coordinating line (HHCL)

high energy firing unit (HEFU)

highest defense order priority rating (DX)

high-explosive (HE)

high-explosive antitank (HEAT)

high-explosive antitank-tracer (HEAT-T)

high-explosive armor-piercing (HEAP)

high-explosive dual-purpose (HEDP)

high-explosive incendiary (HEI)

high-explosive plastic (HEP)

high-explosive plastic tracer (HEP-T)

high-explosive squash head (HESH)

high-explosive tracer (HE-T)

high frequency (HF)

high-performance drone (HPD)

high-performance third stage (Spartan) (HPTS)

high-power acquisition radar (HIPAR)

high-power illuminator radar (HIPIR)

high-precision short-range navigation (HISLAN)

high school (HS)

high speed (HS)

high-speed card punch (HSCP)

high-speed card reader (HSCR)

high-speed printer (HSP)

high-speed reader (HSR)

high-to-medium-altitude air defense (HIMAD)

high velocity (HV)

high-velocity aircraft rocket (HVAR)

high-velocity antitank (HVAT)

high-velocity armor-piercing (HVAP)

high-velocity, armor-piercing, discarding sabot (HVAPDS)

high voltage (HV)

highway regulating point (HRP)

hold in abeyance (HIA)

holding and reconsignment point (HRP)

holiday pay (HP)

Homebase/Advanced Assignment Program (HAAP)

home of record (HOR)

Home Owners Assistance Program (HAP)

homing optical system study (HOSS)

HONEST JOHN (HJ)

honorable discharge (HD)

Honorary Colonel of the Regiment (HCOR)

Honorary Sergeant Major of the Regiment (HSGM)

hospital (hosp)

hospital transfer order (HTO)

host nation (**HN**)
 host nation support (**HNS**)
 hour (**hr**)
 House Appropriations Committee (**HAC**)
 House Armed Services Committee (**HASC**)
 household goods (**HHG**)
 Housing Referral Office (**HRO**)
 Housing Referral Service (**HRS**)
 howitzer (**how**)
 human factors engineering (**HFE**)
 Humanitarian Service Medal (**HSM**)
 Human Resources Research Organization (**HUMRRO**)
 Hunter-Leggitt Military Reservation (**HLMR**)
 hydraulic pumping unit (**HPU**)
 hydrogen chloride (**HC**)
 hypervelocity (**HV**)
 hypervelocity armor piercing-tracer (**HVAP-T**)
 hypervelocity target practice-tracer (**HVTP-T**)
3-9. "I" listings
 identification (**ident**)
 identification, friend or foe (**radar**) (**IFF**)
 identified (**ident**)
 identify (**ident**)
 imitative communications deception (**ICD**)
 immediate reaction force (**IRF**)
 immediate ready element (**IRE**)
 Immigration and Naturalization Service (**INS**)
 improved capabilities missile (**ICM**)
 improved continuous-wave acquisition radar (**ICWAR**)
 improved management procurement and contracting technique (**IMPACT**)
 improved manned interceptor (**IMI**)
 improved NIKE HERCULES (**INH**)
 improved pulse acquisition radar (**IPAR**)
 improvement and modernization (**I&M**)
 in accordance with (**IAW**)
 inactive duty training (**IDT**)
 inactive National Guard (**ING**)
 inbound/outbound traffic analysis (**IOTA**)
 incentive award (**IA**)
 incentive pay (**IP**)
 in charge of (**IC**)
 inches per second (**IPS**)
 incoming replacement (**INREPL**)

independent (**indep**)
 independent corps tactical operations center (**ICTOC**)
 independent division tactical operations center (**IDTOC**)
 independent evaluation plan (**IEP**)
 independent evaluation report (**IER**)
 independent parametric cost estimate (**IPCE**)
 Indiana Army Ammunition Plant (**INAAP**)
 individual (**indiv**)
 individual development plan (**IDP**)
 individual medical record (**IMR**)
 individual pay record (**IPR**)
 Individual Ready Reserve (**IRR**)
 Individual Ready Reserve System (**IRRS**)
 individual records brief (**IRB**)
 Industrial College of the Armed Forces (**ICAF**)
 industrial electronic security (**INDELSEC**)
 industrial equipment reserve (**IER**)
 Industrial Mobilization Training Program (**IMTP**)
 industrial plant equipment (**IPE**)
 industrial preparedness measures (**IPM**)
 Industrial Readiness Planning Program (**IRPP**)
 Industrial Relations Office (**IRO**)
 infantry (**IN**)
 infantry fighting vehicle (**IFV**)
 Infantry Rifle Unit Study (**IRUS**)
 Infantry Systems Programs Review (**ISPR**)
 inflammable (**infl**)
 inform (**info**)
 information (**info**)
 information activities office(r) (**IAO**)
 information control system (**ICS**)
 information requirement (**IRQR**)
 Information Requirements Control Automated System (**IRCAS**)
 information retrieval and display language (**IRDL**)
 Information Systems Office (**ISO**)
 informed (**info**)
 infrared (**ir**)
 infrared discrimination system (**IDS**)
 inhibited red fuming nitric acid (**IRFNA**)
 initial active duty for training (**IADT**)
 initial and final terminal arrival date (**IFTAD**)
 initial beachhead (**IBHD**)
 initial bomb release line (**IBRL**)
 initial COHORT unit training (**ICUT**)

initial defense communications satellite program (**IDCSP**)
 initial delay position (**IDP**)
 initial denial authority (**IDA**)
 initial entry training (**IET**)
 initial fill date (**IFD**)
 initial materiel support office (**IMSO**)
 initial navigation system (**INS**)
 initial operational capability (**IOC**)
 initial operational capability date (**IOCD**)
 initial point (**IP**)
 initial production facilities (**IPF**)
 initial production test (**IPT**)
 initial program load (**IPL**)
 initial service test (**IST**)
 initial support increments (**ISI**)
 inland waterway (**IWW**)
 inland waterway transport (**IWT**)
 inner artillery zone (**IAZ**)
 in-process review (**IPR**)
 input and/or output (**IO**)
 in service in reserve (**ISIR**)
 inspection record card (**IRC**)
 inspector general (**IG**)
 install (**instl**)
 installation (**instl**)
 installation & test (**I&T**)
 installation confinement facility (**ICF**)
 installation maintenance officer (**IMO**)
 installation operating budget (**IOB**)
 installation operating program (**IOP**)
 installation property book (**IPB**)
 installation service supply support (**ISSS**)
 installation shipping and receiving capability (**ISARC**)
 installation supply division (**ISD**)
 installation transportation office(r) (**ITO**)
 instantaneous automatic gain control (**IAGC**)
 Institute for Defense Analysis (**IDA**)
 Institute for Telecommunications Sciences and Aeronomy (**ITSA**)
 instructor pilot (**IP**)
 instrument flight rules (**IFR**)
 instrument landing system (**ILS**)
 instrument reading (**IR**)
 insurgency (**insgcy**)
 integrate (**intgr**)
 Integrated Battlefield Control System (**IBCS**)
 integrated circuit package (**ICP**)
 integrated data processing (**IDP**)
 integrated data processing center (**IDPC**)
 integrated Facilities Management Information System (**IFMIS**)
 integrated facilities system (**IFS**)
 Integrated Financial Management System (**IFMS**)
 integrated fire control (**radar**) (**IFC**)
 integrated joint broadband system (**IJBS**)
 integrated joint communication system (**IJCS**)
 integrated logistics support (**ILS**)
 integrated logistic support plan (**ILSP**)
 Integrated Sealift Study (**ISS**)
 Integrated Support Services Management Information System (**ISSMIS**)
 Integrated Tactical Communications System (**INTACS**)
 Integrated Test/Evaluation Program (**ITEP**)
 Integrated Transportation Management Information System (**ITMIS**)
 integrated wideband communications systems (**IWCS**)
 Intelligence Civilian Career Program (**ICCP**)
 Intelligence Data Handling Systems (**IDHS**)
 Intelligence Information Report (**IIR**)
 intelligence officer (**U.S. Army**) (**S2**)
 intelligence production requirement (**IPR**)
 intelligence radar reporting (**IRR**)
 intelligence report (**INTREP**)
 intelligence subject code (**ISC**)
 intelligence summary (**INTSUM**)
 intelligence threat analysis center (**ITAC**)
 Intensified Combat Training Program (**ICTP**)
 intensified confirmatory troop test (**ICTT**)
 Intensive Item Management System (**IIMS**)
 Interagency Air Cartographic Committee (**IACC**)
 Interagency Communications System (**ICS**)
 Interagency Emergency Planning Commission (**IEPC**)
 Interagency Group for International Aviation (**IGIA**)
 Inter-Allied Nuclear Force (**IANF**)
 Inter-American Defense Board (**IADB**)
 Inter-American Defense Board, Army Member (**AMIADB**)
 Inter-American Defense College (**IADC**)
 Inter-American Defense Board Medal (**IADB-MED**)
 Inter-American Economic and Social Council (**IAECOSOC**)
 Inter-American Geodetic Survey (**IAGS**)
 intercept system environment (**ISE**)

interchangeability and substitutability (**I&S**)
intercommunications (**intercomm**)
intercontinental ballistic missile (**ICBM**)
interdepartmental committee on internal security (**ICIS**)
interdepartmental regional group (**IRG**)
interest (**int**)
interest by Member of Congress (**CONGINT**)
Intergovernmental Committee for European Migration (**ICEM**)
interim data element (**IDE**)
interim housing allowance (**IHA**)
Intermediate Configuration Control Board (**Western Electric, Greensboro, NC**)(**ICCB**)
intermediate direct support maintenance (**IDSM**)
intermediate range ballistic missile (**IRBM**)
internal combustion (**IC**)
Internal Defense and Development (**IDAD**)
internal medicine (**INTMED**)
internal review (**IR**)
internal review and systems improvement (**IRASI**)
internal security (**INSEC**)
international air freight forwarder (**IAFF**)
International Atomic Energy Agency (**IAEA**)
International Algebraic Language (**IAL**)
international balance of payments (**IBP**)
International Civil Aviation Organization (**ICAO**)
International Finance Corporation (**IFC**)
International Frequency Registration Board (**IFRB**)
international interdependent research and development (**IIRD**)
international logistics (**IL**)
International Logistics Field Office (**ILFO**)
International Military Education and Training Program (**IMETP**)
International Monetary Fund (**IMF**)
International Planning Group (**Belgium, Germany, Netherlands**) (**IPG**)
International Radio Consultative Committee (**CCIR**)
International Red Cross (**IRC**)
International Security Affairs (**ISA**)
International Telecommunications Union (**ITU**)
International Telegraph and Telephonic Advisory Committee (**ITTAC**)
International Telegraphic Advisory Committee (**CCIT**)
International Telephone Advisory Committee (**CCIF**)
interned (**int**)
internment camp (**IC**)
internment serial number (**ISN**)

intersectional transportation service (**ITS**)
Interservice Data Exchange Program (**IDEP**)
Interservice Materiel Utilization Agency (**IMUA**)
interservice supply support (**ISS**)
Interservice Supply Support Coordinator (**ISSC**)
Interservice Supply Support Program (**ISSP**)
Interservice Supply Support Records Office (**ISSRO**)
interservice support agreement (**ISA**)
Interstate Commerce Commission (**ICC**)
inter theater transfer (**ITT**)
interval rate (**IR**)
inventory control center (**ICC**)
inventory control point (**ICP**)
Inventory Control Point Europe (**ICPE**)
inventory objective (**IO**)
invitational travel order (**ITO**)
Iowa Army Ammunition Plant (**IAAP**)
is amended to add (**IATA**)
is amended to delete (**IATD**)
is amended to read (**IATR**)
Island commander, Azores (**ISCOMAZORES**)
Island Commander, Bermuda (**ISCOMBERMUDA**)
Island Commander, Faeroes (**ISCOMFAEROES**)
Island Commander, Greenland (**ISCOMGREENLAND**)
Island Commander, Iceland (**ISCOMICELAND**)
Island Commander, Madeira (**ISCOMADEIRA**)
Israeli Defense Forces (**IDF**)
issue (**iss**)
item management control code (**IMCC**)
item responsibility code (**IRC**)
item study listings (**ISL**)
it is requested that (**REQTAT**)
3-10. "J" listings
Japanese Ground Self-Defense Forces (**JGSDF**)
Japan Procurement Agency (**JPA**)
Jefferson Proving Ground (**JPG**)
jet assisted take-off (**JATO**)
jet navigation (**JN**)
jet pilot (**JP**)
job control language (**JCL**)
Job Skills Education Program (**JSEP**)
job work folder (**JWF**)
Joint Actions Control Office (**JACO**)
Joint Aeronautical Materials Agency (**JMAC**)

joint air attack team (**JAAT**)
 Joint Airborne Communications Center/Command Post (**JACC/CP**)
 Joint Air Defense Board (**JADB**)
 Joint Air Defense Operation Center (**JADOC**)
 Joint Airlines Military Traffic Office (**JAMTO**)
 Joint Air Movements Board (**JAMB**)
 Joint Air Operations Center (**JAOC**)
 Joint Air Traffic Control Center (**JATCC**)
 Joint Air Transportation Plan (**JATP**)
 Joint Air Transportation Service (**JATS**)
 Joint Allied Military Petroleum Office (**NATO**) (**JAMPO**)
 Joint Area Petroleum Office (**JAPO**)
 Joint Army-Navy (**JAN**)
 Joint Army-Navy Air Force (**JANAF**)
 Joint Army-Navy Air Force publication (**JANAP**)
 Joint Army-Navy-Air Force Sea Transportation Message (**JANAST**)
 Joint Atomic Information Exchange Group (**JAIEG**)
 Joint Atomic Weapons Publications System (**JAWPS**)
 Joint Board of Directors, Army-Air Force Exchange Service(**JBDAAFES**)
 Joint Brazil-United States Defense Commission (**JBUSDC**)
 Joint Brazil-United States Military Commission (**JBUSMC**)
 Joint Bus Military Traffic Office (**JBMTTO**)
 Joint Chiefs of Staff (**JCS**)
 Joint Chiefs of Staff Alerting Network (**Communications Network**)(**JCSAN**)
 Joint Chiefs of Staff Identification Badge (**JCSIDBAD**)
 Joint Civilian Orientation Conference (**JCOC**)
 Joint Command and Control Requirements Group (**JCCRG**)
 Joint Command Post Exercise (**JCPX**)
 Joint Committee on Atomic Energy (**JCAE**)
 Joint Committee on Printing (**JCP**)
 Joint Communications Instruction (**JCI**)
 Joint Communications Support Element (**JCSE**)
 Joint Continental Aerospace Defense Integration Staff (**JCADIS**)
 Joint Continental Defense Systems Integration Planning Staff(**JCDSIPS**)
 Joint Emergency Evacuation Plan (**JEPP**)
 Joint European Operational Communications Network (**JEOCN**)
 Joint Exercise Control Group (**JXCG**)
 Joint Facilities Utilization Board (**JFUB**)
 joint field training exercise (**JFTX**)
 Joint Information Liaison Office (**JILO**)
 Joint Information Office (**JIO**)
 Joint Intelligence Center (**JIC**)
 Joint Intelligence Coordination Staff, CIA (**JICS**)
 Joint Intelligence Collecting Agency (**JICA**)
 Joint Intelligence Estimate for Planning (**JIEP**)
 Joint Logistics Review Board (**JLRB**)
 Joint Long-Range Strategic Estimate (**JLRSE**)
 Joint Long-Range Strategic Study (**JLRSS**)
 Joint Materiel Priorities and Allocation Board (**JMPAB**)
 Joint Medical Regulating Office (**JMRO**)
 Joint Meritorious Unit Award (**JMUA**)
 Joint Mexican-United States Defense Commission (**JMUSDC**)
 Joint Military Packaging Training Center (**JMPTC**)
 Joint Military Terminology Group (**JMTG**)
 Joint Military Transportation Board (**JMTB**)
 Joint Munitions Effectiveness Manual (**JMEM**)
 Joint Nuclear Accident Coordinating Center (**JNACC**)
 joint occupancy date (**JOD**)
 Joint Operational Reporting System (**JOPREP**)
 Joint Operations Evaluation Group (**JOEG**)
 Joint Operations Planning System (**JOPS**)
 Joint Overseas Shipping Procedure (**JOSPRO**)
 Joint Overseas Switching System (**JOSS**)
 Joint Personal Property Shipping Office, Washington, DC (**JPPSOWA**)
 Joint Petroleum Office (**JPO**)
 Joint Procurement Board (**JPB**)
 Joint Program Assessment Memorandum (**JPAM**)
 Joint Projected Manpower Requirements (**JPMR**)
 Joint Rail Military Traffic Office (**JRMTO**)
 Joint Reconnaissance Board (**JRB**)
 Joint Reconnaissance Center (**JRC**)
 joint reporting structure (**JRS**)
 Joint Research and Development Objectives Document (**JRDOD**)
 Joint Resource Assessment Data Base Report (**JADREP**)
 Joint Sealift Movements Board (**JSMB**)
 Joint Search and Rescue Center (**JSARC**)
 Joint Service Achievement Medal (**JSAM**)
 Joint Service Commendation Medal (**JSCM**)
 Joint Service Office (**JSO**)
 Joint Services Inflight Data Transmission system (**JIFDATS**)
 Joint Strategic Capabilities Plan (**JSCP**)
 Joint Strategic Planning Document (**JSPD**)
 Joint Strategic Planning Document Supporting Analysis (**JSPDSA**)
 Joint Strategic Survey Committee (**JSSC**)
 Joint Strategic Target Planning Staff (**JSTPS**)

joint table of allowances (**JTA**)
 joint table(s) of distribution (**JTD**)
 joint task force (**JTF**)
 joint task force reports (**JTFREP**)
 joint task group (**JTG**)
 Joint Technical Configuration Control Group (**JTCCG**)
 joint training exercise (**JTX**)
 Joint Transportation Board (**JTB**)
 Joint Travel Regulations (**JTR**)
 Joint Unconventional Warfare Assessment Team (**JUWAT**)
 Joint Unconventional Warfare Task Force (**JUWTF**)
 Joint Uniform Military Pay System (**JUMPS**)
 Joint United States Military Advisory and Planning (**JUSMAP**)
 Joint United States Military Advisory Group (**JUSMAG**)
 Joint United States Military Aid Group to Greece (**JUSMAGG**)
 Joint United States Military Group (**JUSMG**)
 Joint United States Military Mission for Aid to Turkey (**JUSMMAT**)
 Joint War Games Agency (**JWGA**)
 Joint Whole Blood Center (**JWBC**)
 Joliet Army Ammunition Plant (**JAAP**)
 judge advocate; Judge Advocate General's Corps (**JA**)
 Jules Own Version of the International Algorithmic Language(**JOVIAL**)
 Julian date (**JD**)
 jumps monthly compute output listing (**JMCOL**)
 Jungle Operations Training Center (**JOTC**)
 Jungle Warfare Training Center (**JWTC**)
 Junior Reserve Officers' Training Corps (**JROTC**)
3-11. "K" listings
 Kansas Army Ammunition Plant (**KAAP**)
 Key Facilities List (**KFL**)
 key intelligence position (**KIP**)
 killed in action (**KIA**)
 kilohertz (**kHz**)
 kilometer(s) (**km**)
 kilometers per hour (**KMPH**)
 Korean Augmentation to United States Army (**KATUSA**)
 Korean Service Corps (**KSC**)
 Korean Service Medal (**KSM**)
 Kwajalein Atoll (**KWAJ**)
 Kwajalein Missile Range (**KMR**)
3-12. "L" listings
 laboratory (**lab**)
 labor service (**LS**)
 Labor Services Agency (**LSA**)
 Lake City Army Ammunition Plant (**LCAAP**)
 land combat support system (**LCSS**)
 land forces classification system (**LFCS**)
 landing beach (**LB**)
 landing craft and bases (**LANCRAB**)
 landing craft, control (**LCC**)
 landing craft, mechanized (**LCM**)
 landing craft, vehicle, personnel (**LCVP**)
 landing force naval gunfire team (**LFNGFT**)
 landing platform helicopter (**LPH**)
 landing ship, dock (**LSD**)
 landing ship, tank (**LST**)
 landing signal enlisted (**LSE**)
 landing signal officer (**LSO**)
 landing team (**LT**)
 landing vehicle, track, personnel (**LVTP**)
 landing zone (**LZ**)
 Land Special Security Force (**LSSF**)
 laser target designator (**LTD**)
 last resort target (**LRTGT**)
 latest arrival date (**LAD**)
 Latin American Military Communications System (**LAMCS**)
 launcher control area (**missile**) (**LCA**)
 launcher control indicator (**LCI**)
 launch preparation equipment (**LPE**)
 launch preparation equipment compartment (**LPEC**)
 launch preparation equipment set (**LPES**)
 launch station (**LS**)
 Lawrence Radiation Laboratory (**LRL**)
 leader (**ldr**)
 leadership potential rating (**LPR**)
 lead sheet (**LS**)
 League of International Red Cross Societies (**LICROSS (Cablese)**)
 leave (**lv**)
 leave and earnings statement (**LES**)
 leave rations (**LR**)
 leave without pay (**LWOP**)
 Legal Automated Army-Wide (**LAAW**)
 Legion of Merit (**LM**)
 length (**lgth**)
 length of column (**LGTHCOLM**)
 length of patient stay (**LOPS**)
 less than carload (**LCL**)

less than release unit (**LRU**)

letter (**ltr**)

Letterkenny Army Depot (**LEAD**)

Letterman Army Institute of Research (**San Francisco, CA**) (**LAIR**)

Letterman Army Medical Center (**LAMC**)

letter of activation (**LA**)

letter of instruction (**LOI**)

letter orders (**LO**)

letter requirement (**LR**)

Lexington-Blue Grass Army Depot (**LBAD**)

liaison officer (**LO**)

lieutenant (**Lt**)

lieutenant colonel (**LTC**)

lieutenant commander (**LCDR**)

lieutenant general (**LTG**)

lieutenant junior grade (**LTJG**)

life-cycle cost estimate (**LCCE**)

life-cycle management (**LCM**)

life-cycle management model (**LCMM**)

light air defense artillery (**LADA**)

light amplification by stimulated emission of radiation (**LASER**)

light antitank weapon (**LAW**)

light infantry division (**LID**)

lighter aboard ship (**LASH**)

lighter amphibious resupply cargo (**LARC**)

light observation aircraft (**LOA**)

light observation helicopter (**LOH**)

lightweight individual combat clothing and equipment (**LINCLOE**)

limited access authorization (**LAA**)

limited distribution (**LIMDIS**)

limited production (**LP**)

limited production-test (**LP-T**)

limited production-urgent (**LP-U**)

limited service storage facility (**LSSF**)

limited storage site (**LSS**)

limited test ban treaty (**LTBT**)

line item (**LI**)

line item number (**LIN**)

line of departure (**LD**)

line of departure is friendly forward disposition (**LD is FFD**)

line of departure is present positions (**LD is PPos**)

line of duty (**LD**)

lines of communication (**logistic routes**) (**LOC**)

lines of communications ports (**LOCPORT**)

lines per minute (**LPM**)

line term buffer (**LTB**)

liquid agent detector (**LAD**)

list of items (**LOI**)

list of selected file numbers (**LSFN**)

litter bearer (**LB**)

LITTLE JOHN (**LJ**)

local acquisition radar (**LAR**)

local agency check (**LAC**)

local automatic circuit exchange (**LACE**)

local configuration control board (**LCCB**)

local data processor (**LDP**)

local defense center (**LDC**)

local digital message exchange (**LDMX**)

local hour angle (**LHA**)

locality (**loc**)

local maintenance and management of facilities (**LMMF**)

local national(s)(**LN**)

local national, direct hire (**LNDH**)

local oscillator (**LO**)

local payment receipt (**LPR**)

local wage rate (**LWR**)

locate (**loc**)

located (**loc**)

locating (**loc**)

location (**loc**)

logistical (**log**)

logistical civil augmentation program (**LOGCAP**)

logistical exercise (**LOGEX**)

logistical expediting group (**LEG**)

logistical ratio (**LOGR**)

logistical support operations center (**LSOC**)

logistic support plan (**LSP**)

Logistic Control Activity (**LCA**)

logistical control code (**LCC**)

logistic operation-streamline (**LOS**)

logistics (**log**)

Logistics Assistance and Instruction Team (**LAIT**)

Logistic Assistance Office (**LAO**)

Logistic Assistance Office Command Interest Flasher (**LAOCIF**)

logistics center (**LOGC**)

Logistics Control Office, Pacific (**LCOP**)

logistics data center (**LDC**)

Logistics Directorate (**J4**)

logistics intelligence data base (**LIDB**)
logistics intelligence file/layaway of industrial facilities (**LIF**)
Logistics Management Information System (**LOGMIS**)
Logistics Management Institute (**LMI**)
Logistics Officer Program (**LOP**)
Logistics Operating Information System (**LOGOIS**)
logistics over the shore operations (**LOTS**)
Logistics Performance Measurement and Evaluation System (**LPMES**)
logistics readiness officer (**LRO**)
Logistics Structure and Composition System (**LOGSACS**)
Logistics Studies Steering Group (**LSSG**)
logistics unit productivity study (**LUPS**)
logistic supportability (**LOGS**)
Logistic Support System (**LSS**)
logistic system feasibility analysis (**LSFA**)
Logistic System Policy Committee (**LSPC**)
Lone Star Army Ammunition Plant (**LSAAP**)
Longhorn Army Ammunition Plant (**LHAAP**)
longitude (**long**)
long path infrared (**LOPAIR**)
long range (**LR**)
long-range active duty program (**LRADP**)
long-range air defense (**LORAD**)
long-range aviation (**LRA**)
long-range navigation (**loran**)
long-range night observation device (**LRNOD**)
long-range patrol (**LRP**)
long-range radar (**LRR**)
long-range reconnaissance patrol (**LRRP**)
long-range survey system (**LRSS**)
long-term worldwide air defense study (**LOTADS**)
long tour (**LT**)
Loops (**lps**)
Los Alamos Scientific Laboratory (**LASL**)
losing inventory manager (**LIM**)
Louisiana Army Ammunition Plant (**LAAP**)
low altitude (**LA**)
low-altitude bomb aiming systems (**LABS**)
low-altitude forward area air defense (**LOFAAD**)
lower deviation level (**LDL**)
lower-level end item subdivision (**LLEIS**)
lower-power acquisition radar (**LOPAR**)
lowest usable frequency (**LUF**)

low explosive (**LE**)
low frequency (**LF**)
low-performance drone (**LPD**)
low-speed card punch (**LSCP**)
low-speed paper tape punch (**LSPTP**)
low-to-medium-altitude air defense (**LOMAD**)
low-velocity drop (**LVD**)
lubrication order (**LO**)
lunar excursion module (**LEM**)
3-13. "M" listings
MAC Automated Deployment Reporting System (**MACADS**)
machine accountant (**MA**)
machine aids to Nike-X (**MANIX**)
machinegun (**mg**)
machine-oriented language (**MOL**)
machine records (**MR**)
machine records activity (**MRA**)
MAC (**Military Airlift Command**)
transportation authorization (**MTA**)
Madigan Army Medical Center (**MAMC**)
mail distribution scheme (**MDS**)
mailing address only (**MAO**)
main battle tank (**MBT**)
main battle area (**MBA**)
main fire support element (**MFSE**)
main operating base (**MOB**)
main supply route (**MSR**)
maintain (**maint**)
maintained (**maint**)
maintain production schedules (**MAPROS**)
maintenance (**maint**)
maintenance allocation chart (**MAC**)
maintenance and operation (**M&O**)
maintenance and repair (**M&R**)
maintenance assistance and instruction team (**MAIT**)
maintenance data report (**MDR**)
maintenance data system (**MDS**)
maintenance engineering analysis data system (**MEADS**)
maintenance of real property facilities (**MRPF**)
maintenance operations management user (**MOM-user**)
maintenance parts lists (**MPL**)
maintenance program management (**MPM**)
maintenance program operations management (**MPOM**)
maintenance reporting and management (**MRM**)

maintenance support plan (**MSP**)
 maintenance support team (**MST**)
 major (**MAJ**)
 major Army command (**MACOM**)
 major assembly release (**MAR**)
 major Army field command (**MAFC**)
 major Army subcommand (**SUBMACOM**)
 Major Army Subordinate Command Management Information System(**ASMIS**)
 major force issues (**MFI**)
 major force oriented issues (**MFOI**)
 major general (**MG**)
 Major Item Data File (**MIDF**)
 major item distribution plan (**MIDP**)
 Major Item Management System (**MIMS**)
 Major Item Status Report (**MISR**)
 Major NATO Commanders (**MNC**)
 major operating system (**MOS**)
 major program memorandum (**MPM**)
 major subordinate command (**MSC**)
 major training area (**MTA**)
 Major United States Army Reserve Command (**MUSARC**)
 management (**mgt**)
 management control number (**MCN**)
 management data list (**MDL**)
 management improvement program (**MIP**)
 Management Information Center (**MIC**)
 Management Information Research Assistance Center (**MIRAC**)
 management information systems (**MIS**)
 Management Information Systems Office (**MISO**)
 management of change (**MOC**)
 Management Practices in TOE Units (**MAP-TOE**)
 manager (**mgr**)
 mandatory retirement date (**MRD**)
 maneuverable ballistic reentry vehicle (**MBRV**)
 maneuverable reentry vehicle (**MaRV**)
 Maneuver Area Command (**MAC**)
 Maneuver Training Command (**MTC**)
 manipulative communication deception (**MCD**)
 manned orbiting laboratory (**MOL**)
 manpack (**mpk**)
 man-portable air defense (**MANPAD**)
 manpower and personnel plan (**MAPP**)
 manpower requirements change (**MRC**)

manpower requirements criteria (**MACRIT**)
 manpower voucher (**MV**)
 manual battery control (**MBC**)
 manual burst disable (**MBD**)
 Manual for Courts-Martial (**MCM**)
 manufacturer's representative (**MR**)
 manufacturing methods and technology (**MMT**)
 mapping and geodesy (**M&G**)
 mapping, charting, and geodesy (**MC&G**)
 marginal return (**MR**)
 Marine air control squadron (**MACS**)
 Marine air support squadron (**MASS**)
 Marine Amphibious Forces (**MAF**)
 Marine expeditionary brigade (**MEB**)
 Marine expeditionary force (**MEF**)
 Marine expeditionary unit (**MEU**)
 Maritime Administration (**MARAD**)
 Maritime Air Commander Central Subarea (**COMMAIRCENLANT**)
 Maritime Air Commander Eastern Atlantic Area (**COMMAIREASTLANT**)
 Maritime Air Commander Northern Subarea (**COMMAIRNORLANT**)
 Maritime Strike Plan (**MARISP**)
 Marksman Qualification Badge (**MkmQualBad**)
 marksmanship training unit (**MKTU**)
 marshaling area (**MA**)
 marshaling area control group (**MACG**)
 marshaling area control officer (**MACO**)
 Master Aircraft Crewman Badge (**MSTACCMB**)
 master Army aviator (**MASTARAV**)
 Master Army Aviator Badge (**MSTARAVB**)
 master change record (**MCR**)
 Master Control Record System (**MCR**)
 Master Diver Badge (**MSTDIVBAD**)
 Master Explosive Ordnance Disposal Badge (**MSTEODBAD**)
 Master Flight Surgeon Badge (**MSTFLSB**)
 Master Gunnery Sergeant (**MGYSgt**)
 master inventory record (**MIR**)
 master intern training plan (**MITP**)
 master labor contract (**MLC**)
 master logistics plan (**MLP**)
 master military pay file (**MMPF**)
 Master Parachute Badge (**MSTPRCHT**)
 master program of instruction (**MPOI**)

master sergeant (**MSG**)
 material (**mat**)
 material deviation list (**MDL**)
 material identification and accounting code (**MIAC**)
 materials handling equipment (**MHE**)
 materiel (**mat**)
 materiel allowance list (**MAL**)
 Materiel Asset Redistribution Center, Europe (**MARCE**)
 materiel development (**MD**)
 Materiel Management Center (**MMC**)
 materiel planning study (**MPS**)
 Materiel Procurement Priorities Review Committee (**MPPRC**)
 materiel readiness report (**MRR**)
 Materiel Redistribution Division (**MRD**)
 materiel release confirmation (**MRC**)
 materiel release denial (**MRD**)
 materiel release order (**MRO**)
 Materiel Requirements Review Committee (**MRRC**)
 Materiel Status Committee (**MSC**)
 materiel status evaluation (**MSE**)
 materiel support planning guidance (**MSPG**)
 materiel utilization reference file (**MURF**)
 maximum (**max**)
 maximum allowable housing cost (**MAHC**)
 maximum authorized altitude (**MAA**)
 maximum permissible dosage (**MPD**)
 maximum permissible exposure (**MPE**)
 maximum usable frequency (**MUF**)
 McAlester Army Ammunition Plant (**MCAAP**)
 M-Day force materiel requirement (**MDFMR**)
 M-Day materiel requirement (**MDMR**)
 meal, combat, individual (**MCI**)
 mean-time-between-failure (**MTBF**)
 mean-time-between-false-alarms (**MTBFA**)
 mean-time-to-repair (**MTTR**)
 measure (**meas**)
 measure(s) of effectiveness (**MOE**)
 mechanic (**mech**)
 mechanical (**mech**)
 Mechanical Aptitude Test (**MAT**)
 mechanical time (**MT**)
 mechanical time, super quick (**MTSQ**)
 mechanical transport (**MT**)
 mechanist (**mech**)
 mechanization of selected transportation reports (**MECHTRAM**)
 mechanization of warehousing and shipping procedures (**MOWASP**)
 mechanized (**mech**)
 Mechanized Export Traffic System (**METS**)
 mechanized flame thrower (**MFT**)
 mechanized infantry combat vehicle (**MICV**)
 mechanized infantry squad proficiency course (**MISPC**)
 Meck Island (**MECK**)
 Meck Island control building (**MICB**)
 Medal for Humane Action (**MHA**)
 Medal for Merit (**MM**)
 Medal of Freedom (**MF**)
 Medal of Honor (**MH**)
 medical care (**MEDICARE**)
 medical care support equipment (**MEDCASE**)
 Medical Civic Action Program (**MEDCAP**)
 medical continuation pay (**MCP**)
 medical continuity of operations plan (**MEDCOOP**)
 Medical Corps (**MC**)
 medical data specialist (**MEDDS**)
 medical department activity (**MEDDAC**)
 medical evacuation (**MEDEVAC**)
 Medical Evaluation Board (**MEBD**)
 medical holding detachment (**MHD**)
 Medical Management Information System (**MEDMIS**)
 medical materiel account (**MMA**)
 Medical Materiel Management Center (**MMMC**)
 Medical Materiel Management System (**MEDMAIS**)
 medical materiel manager (**MMM**)
 medical materiel mission reserve (**MMMR**)
 Medical Materiel Program for Defense Against Biological and Chemical Agents (**MMPDABC**)
 medical material program for nuclear casualties (**MMPNC**)
 medical regulating office(r) (**MRO**)
 Medical Service Corps (**MS**)
 medical services account (**MSA**)
 medical services accountable officer (**MSAO**)
 medical treatment facility (**MTF**)
 medical unit, self-contained, transportable (**MUST**)
 Mediterranean, Mediterranean Litoral and/or Middle East (**MMLME**)
 medium antitank weapon (**MAW**)
 medium atomic demolition munition (**MADM**)
 medium observation aircraft (**MOA**)

medium-speed printer (**MSP**)
 megahertz (**MHz**)
 megaton (**MT**)
 Member of Congress (**MC**)
 memorandum (**memo**)
 memorandum for record (**MFR**)
 Memorandum of Agreement (**MOA**)
 Memorandum of Understanding (**MOU**)
 memorial activities (**MEMLACTV**)
 memo routing slip (**MRS**)
 Memphis Army Depot (**MEAD**)
 mental hygiene consultation service (**MHCS**)
 Meritorious Service Medal (**MSM**)
 Meritorious Unit Commendation (**MUC**)
 message (**msg**)
 message input device (**MID**)
 message releasing officer (**MRO**)
 metallic link belt (**MLB**)
 meteorological (**met**)
 meteorological datum plane (**MDP**)
 meteorology (**met**)
 microwave (**mwave**)
 microwave amplification by stimulated emission of radiation(**MASER**)
 microwave early warning (**MEW**)
 microwave landing system (**MLS**)
 Middle East (**ME**)
 Middle East Force (**MIDEASTFOR**)
 Middle East Liaison Group (**MELG**)
 middle initial (**MI**)
 midrange ballistic missile (**MRBM**)
 midrange estimate (**MRE**)
 Milan Army Ammunition Plant (**MAAP**)
 miles per hour (**mph**)
 millimeters (**mm**)
 military (**mil**)
 military adaptation of commercial items (**MACI**)
 military advisory group (**MAG**)
 Military Affiliate Radio System (**MARS**)
 Military Agency for Standardization (**MAS**)
 Military Air Cargo Export System (**MACE**)
 Military Airlift Clearance Authority (**MACA**)
 Military Airlift Command (**MAC**)
 military air movement number (**MAM**)
 Military Air Traffic Coordinating Office(r) (**MATCO**)
 Military Application Division of the Atomic Energy Commission(**MADAE**)
 Military Assistance Advisory Group (**MAAG**)
 military assistance articles and services list (**MASL**)
 Military Assistance Institute (**MAI**)
 Military Assistance Program (**MAP**)
 Military Assistance Service Funded (**MASF**)
 military assistance to safety and traffic (**MAST**)
 military authorization identification number (**MAIN**)
 Military Blood Program Agency (**MBPA**)
 Military Blood Program Office (**MBPO**)
 military characteristics (**MC**)
 Military Committee Communications Security and Evaluation Agency, Washington (**SECAN**)
 Military Committee Distribution and Accounting Agency, NATO(**DACAN**)
 Military Committee Representative to the North Atlantic Council(**MCREP**)
 Military Communications-Electronics Board (**MCEB**)
 Military Communications System Technical Standards Committee(**MCSTSC**)
 military construction (**MILCON**)
 Military Construction, Army (**MCA**)
 Military Construction Army National Guard (**MCARNG**)
 Military Construction, Army Reserve (**MCAR**)
 Military construction plan (**MCP**)
 Military Coordinating Committee (**MCC**)
 Military Coordinating Committee (**US Element CUSRPG**) (**MCCUSCUSRPG**)
 military damage assessment (**MDA**)
 Military Damage Assessment Team (**MILDAT**)
 military departments (**MILDEPS**)
 military effectiveness in a toxin environment (**METOXI**)
 Military Entomology Information Service (**MEIS**)
 Military Entrance Processing Stations (**MEPS**)
 military equipment delivery team (**MEDT**)
 military functions appropriation (**MFA**)
 military geographic documentation (**MGD**)
 military geographic information and documentation (**MGID**)
 military government officer (**MGO**)
 military grid reference system (**MGRS**)
 military history (**MH**)
 military history detachment (**MHD**)
 military intelligence (**MI**)
 military intelligence battalion, air reconnaissance support(**MIBARS**)

military intelligence detachment (**MID**)
 military intelligence unit training center (**MIUTC**)
 Military Interdepartmental Purchase Request (**MIPR**)
 Military Liaison Committee to the Atomic Energy Commission(**MLCAEC**)
 military man-years (**MMY**)
 military medical benefits property (**MMBP**)
 military occupational data bank (**MODB**)
 military occupational information (**MOI**)
 military occupational specialty (**MOS**)
 military occupational specialty code (**MOSC**)
 military ocean terminal (**MOT**)
 Military Ocean Terminal, Bay Area (**MOTBA**)
 Military Ocean Terminal, Bayonne (**MOTBY**)
 Military Ocean Terminal, King's Bay (**MOTKI**)
 Military Ocean Terminal, Sunny Point (**MOTSU**)
 military official mail (**MOM**)
 military operation area (**MOA**)
 military operations (**MOP**)
 military operations on urbanized terrain (**MOUT**)
 military-owned demountable container (**MILVAN**)
 military-owned vehicle (**MOV**)
 military-owned vehicle plan (**MOVP**)
 military-owned vehicle service (**MOVS**)
 military payment certificate (**MPC**)
 military pay order (**MPO**)
 military pay record (**MPR**)
 military payroll money list (**ML**)
 military pay voucher (**MPV**)
 military pay voucher summary and certification sheet (**MPVSCS**)
 Military Personnel Accounting Activity (**MILPAC**)
 military personnel, Army (**MPA**)
 military personnel office(s) (**MILPO**)
 Military Personnel Records Jacket U.S. Army (**MPRJ**)
 military police (**MP**)
 Military Police Corps (**MP**)
 Military Police Investigator (**MPI**)
 Military Police Management Information System (**MPMIS**)
 Military Police Prisoner of War Command (**MPPWCOM**)
 Military Police Tripartite Standing Working Group (**MP**) (**TSWG**)
 Military Postal Service Agency (**MPSA**)
 military post office (**MPO**)
 military potential test (**MPT**)
 military science (**MS**)
 Military Sealift Command (**MSC**)
 military service obligation (**MSO**)
 Military Services Ammunition Allocation Board (**MSAAB**)
 military standard (**MIL-STD**)
 Military Standard Activity Address Directory (**MILSTAAD**)
 Military Standard Contract Administration Procedures (**MILSCAP**)
 Military Standard Item Characteristics Coding Structure(**MILSTICCS**)
 Military Standard Requisitioning and Issue Procedures (**MILSTRIP**)
 Military Standard Transaction Reporting and Accounting Procedures(**MILSTRAP**)
 Military Standard Transportation and Movement Procedures(**MILSTAMP**)
 Military Supply and Transportation Evaluation Procedures (**MILSTEP**)
 military supply standard (**MSS**)
 military support of civil defense (**MSCD**)
 military support to civil authorities (**MSCA**)
 Military Traffic Expediting Service (**MTX**)
 Military Traffic Management Command (**MTMC**)
 Military Traffic Management Command Eastern Area (**MTMCEA**)
 Military Traffic Management Command Western Area (**MTMCWA**)
 Military Traffic Management Command Transportation Engineering Agency (**MTMCTEA**)
 Military Traffic Management Command Transportation Terminal Unit(**MTMCCTTU**)
 military training (**MT**)
 mine disposal unit (**MDU**)
 minimum (**min**)
 minimum burst altitude (**MBA**)
 minimum crossing altitude (**MCA**)
 minimum descent altitude (**MDA**)
 minimum energy trajectory model (**MINUET**)
 Minimum Essential Emergency Communications Network (**MEECN**)
 minimum essential equipment (**MEE**)
 minimum marginal return (**MMR**)
 minimum normal burst altitude (**MNBA**)
 minimum obstruction clearance altitude (**MOCA**)
 minimum reception altitude (**MR**)
 minimum required logistics augmentation, Europe (**MRLOGAEUR**)
 minimum safe distance (**MSD**)
 Ministry of Defense (**MOD**)
 minute (**min**)
 miscellaneous (**misc**)

miscellaneous obligation document (**MOD**)
 missile (**MSL**)
 missile assembly building (**MAB**)
 missile-borne guidance equipment (**MBGE**)
 missile-borne guidance test set (**MBGTS**)
 missile detection and alarm system (**MIDAS**)
 missile electronic warfare technical area (**WSMR**) (**MEWTA**)
 missile farm monitor (**MFM**)
 missile firing station (**MFS**)
 missile integration terminal equipment (**MITE**)
 Missile Intelligent Agency (**MIA**)
 missile maintenance equipment (**MME**)
 missile maintenance technician (**MMT**)
 Missile Procurement, Army (**MPA**)
 missile site control building (**MSCB**)
 missile site data processing subsystem (**MSDPSS**)
 missile site data processing system (**MSDPS**)
 missile site data processor (**MSDP**)
 missile site radar (**MSR**)
 missile support element (**MSE**)
 missile test station (**MTS**)
 missile tracking radar (**MTR**)
 missing in action (**MIA**)
 mission (**msn**)
 mission area analysis (**MAA**)
 mission element need statement (**MENS**)
 mission, enemy, terrain and troops (**METT**)
 mission, enemy, terrain, troops and time available (**METT-T**)
 mission load (**ML**)
 mission oriented protection posture (**MOPP**)
 mission reliability factor (**MRF**)
 Mississippi Army Ammunition Plant (**MSAAP**)
 Mississippi River Commission (**MRC**)
 mobile ammunition evaluation and reconditioning unit (**MAERU**)
 mobile Army surgical hospital (**MASH**)
 mobile construction battalion (**MCB**)
 Mobile Contract Teams (**MCT**)
 mobile development units (**MDU**)
 mobile digital computer (**MOBIDIC**)
 mobile floating assault bridge-ferry (**US**) (**MAB**)
 mobile land command post (**MLCP**)
 mobile national emergency command posts (**MNECP**)
 mobile radar control post (**MRCP**)
 mobile striking force (**MSF**)
 mobile support group (**MSGR**)
 mobile training team (**MTT**)
 mobile training unit (**MTU**)
 Mobility Planning Data System (**MODS**)
 mobilization and training equipment site (**MATES**)
 mobilization base units (**MOBU**)
 mobilization-day (**M-day**)
 mobilization designee (**MOBDES**)
 Mobilization Materiel Procurement Capability (**MMPC**)
 Mobilization Materiel Requirement (**MMR**)
 Mobilization, Military and Civilian Manpower Program (**MMCMP**)
 mobilization requirements, secondary items (**MRSI**)
 mobilization requirement study (**MRS**)
 Mobilization Reserve Components Program of the Army (**MRCPA**)
 Mobilization Reserve Materiel Objective (**MRMO**)
 Mobilization Reserve Materiel Procurement Objective (**MRMPO**)
 Mobilization Reserve Materiel Requirement (**MRMR**)
 mobilization reserve stockage list (**MORSL**)
 mobilization reserve stocks (**MRS**)
 mobilization table of distribution and allowances (**MOBTDA**)
 mobilize (**mob**)
 Models of U.S. Army Worldwide Logistics System (**MAWLOGS**)
 Modern Army Record-keeping System (**MARKS**)
 Modern Army Selected System test, evaluation and review (**MASSTER**)
 Modern Army Supply System (**MASS**)
 modernization and improvement (**M&I**)
 Modern Volunteer Army (**MVA**)
 Modern Volunteer Army Program (**MVAP**)
 Modification Table of Distribution and Allowances (**MTDA**)
 Modification Table of Organization and Equipment (**MTOE**)
 modification work order (**MWO**)
 modified military pay voucher system (**MMPVS**)
 modulated continuous wave (**MCW**)
 modulation/demodulation equipment (**MODEM**)
 modulation scan array radar (**MOSAR**)
 molder (**ml**)
 monitoring agency (**MA**)
 Monthly Bulk Petroleum Accounting Summary (**MBPAS**)
 month of travel (**MOT**)
 morale support activities (**MSA**)
 morale, welfare, and recreation (**MWR**)
 Mortar Bombing Report (**MORTREP**)
 motor burning time (**MBT**)

motor burn out (**MBO**)
 motor burn out locking (**MBOL**)
 motor gasoline (**MOGAS**)
 motorized rifle battalion (**MRB**)
 motorized rifle company (**MRC**)
 motorized rifle regiment (**MRR**)
 motor pool (**MOPO**)
 motor route order number (**MRO**)
 motor torpedo boat (**MTB**)
 motor transport (**MT**)
 motor vehicle storage building (**MVSB**)
 motor vehicle storage shed (**MVSS**)
 movement (**mov**)
 movement control center (**MCC**)
 movement designator code (**MDC**)
 movement directive (**MD**)
 movement orders (**MO**)
 moving target indicator (**MTI**)
 moving target locating radar (**MTLR**)
 MTMC Automated Transportation Scheduler (**MATCH**)
 multichannel (**mchan**)
 multiechelon supply model (**MESM**)
 multiengine (**me**)
 multifunction array radar (**MAR**)
 multifunction array radar (**R&D at WSMR**) (**MAR-1**)
 multilateral force (**MLF**)
 multimission ship (**MMS**)
 Multinational Force and Observers Medal (**MFO**)
 multiple address processing unit (**MAPU**)
 multiple line encryption system (**MLES**)
 multiple reentry vehicle (**MRV**)
 multiple rocket launcher (**MRL**)
 Multiple Unit Training Assembly (**MUTA**)
 multipurpose close support weapon (**MPCSW**)
 multipurpose ship (**MPS**)
 mutual and balanced force reduction (**MBFR**)
 Mutual Support Program (**MSP**)
 Mutual Weapons Development Data Exchange Agreement (**MWDDEA**)
 Mutual Weapons Development Program (**MWDP**)
 muzzle velocity (**MV**)
3-14. "N" listings
 nap-of-the-earth (**NOE**)
 Natick Laboratories (**NLABS**)

National Aeronautics and Space Administration (**NASA**)
 National Agency Check (**NAC**)
 National Agency Check plus written inquiries (**NACI**)
 National Archives and Records Service (**NARS**)
 National Board for the Promotion of Rifle Practice (**NBPRP**)
 National Capital Region (**NCR**)
 national command authority (**NCA**)
 National Communications System (**NCS**)
 National Crime Information Center (**NCIC**)
 National Damage Assessment Center (**NADAC**)
 National Defense Area (**NDA**)
 National Defense Cadet Corps (**NDCC**)
 National Defense Service Medal (**NDSM**)
 National Defense University (**NDU**)
 National Disclosure Policy (**NDP**)
 National Emergency Airborne Command Post (**NEACP**)
 National Emergency Alarm Repeater System (**NEAR**)
 National Emergency Survivable Troop System (**NEST**)
 National Emergency Transportation Center (**NETC**)
 National Fire Protection Association (**NFPA**)
 National Foreign Intelligence Board (**NFIB**)
 National Guard Bureau (**NGB** (see **NG** for duty detail))
 National Guard regulation (**NGR**)
 national industrial engineering mission (**NIEM**)
 national industrial equipment reserve (**NIER**)
 national industrial plant reserve (**NIPR**)
 National Institutes of Health (**NIH**)
 national intelligence estimate (**NIE**)
 national intelligence survey (**NIS**)
 National Interdepartmental Seminar (**NIS**)
 National Internal Defense Coordination Center (**NIDCC**)
 National Inventors Council (**NIC**)
 national inventory control point (**NICP**)
 national item identification number (**NIIN**)
 National Labor Relations Board, Department of Labor (**NLRB**)
 national maintenance point (**NMP**)
 National Maintenance Publications Center (**NMPC**)
 National Mediation Board, Department of Labor (**NMB**)
 National Merit Scholarship Corporation (**NMSC**)
 National Merit Scholarship Qualifying Test (**NMSQT**)
 national military command center (**NMCC**)
 national military command system (**NMCS**)
 national military command system support center (**NMCSSC**)

National Military Information Disclosure Policy Committee **(NDPC)**
National Personnel Records Center **(NPRC)**
National Policy Paper **(NPP)**
National Postal and Travelers Censorship **(NPTC)**
National Postal and Travelers Censorship Organization **(NPTCO)**
National Resource Evaluation Center **(NREC)**
National Rifle Association **(NRA)**
National Security Action Memorandum **(NSAM)**
National Security Agency **(NSA)**
National Security Agency Central Security Service **(NSACSS)**
National Security Council **(NSRB)**
National Security Medal **(NSM)**
National Security Office(r) **(NSO)**
National Security Resources Board **(NSRB)**
National Space Surveillance Control Center **(SPACETRACK)**
national stock control and maintenance point **(NSC&MP)**
national stock number **(NSN)**
national stockpile site **(NSS)**
national strategic target list **(NSTL)**
National Transportation Safety Board, Department of Transportation **(NTSB)**
National War College **(NWC)**
national warning system **(NAWAS)**
NATO Air Defense Ground Environment **(NADGE)**
NATO Air Defense Group Environment **(NAGE)**
NATO Air Force Armaments Group **(NAFAG)**
NATO Army Armaments Group **(NAAG)**
NATO Defense College **(NADEFCOL)**
NATO Defense Data Program **(NDDP)**
NATO electronic parts recommendation **(NEPR)**
NATO electronic technical recommendation **(NETR)**
NATO Hawk Management Office **(NHMO)**
NATO Hawk Military Committee **(NHMILCOM)**
NATO Hawk Production Organization **(NHPO)**
NATO Maintenance and Supply Agency **(NAMSA)**
NATO Maintenance Supply Service Agency **(NMSSA)**
NATO Maintenance Supply Service System **(NMSSS)**
NATO military authorities **(NMAS)**
NATO Military Committee **(NAMILCOM)**
NATO Military Posture **(NAMILPO)**
NATO Missile Firing Installation **(NAMFI)**
NATO Navy Armaments Group **(NNAG)**
NATO stock number **(NSN)**

NATO Supply Center **(an activity of NAMSA)** **(NSC)**
Navajo Army Depot **(NAAD)**
Naval Commander, Gibraltar **(COMGIB)**
naval control of shipping officer **(NCSO)**
naval gunfire liaison officer **(NGLO)**
Navy Special Operations Force **(NSOF)**
NCO Professional Development Ribbon **(NCOPDR)**
near-term improvement in materiel asset reporting **(TIMAR)**
necessary **(nec)**
negative report submitted **(NEGRSBM)**
net control station **(NCS)**
Net Evaluation Subcommittee, NSC **(NESCNSC)**
Netherlands Orange Lanyard **(NLOLANY)**
Neutral Nations Supervisory Commission **(NNSC)**
neutron induced gamma activity **(NIGA)**
Nevada Test Site **(NTS)**
New Army Authorization Documents System **(NAADS)**
New Cumberland Army Depot **(NCAD)**
new equipment introduction **(NEI)**
new equipment introductory team **(NEIT)**
New Equipment Personnel Requirements Summary **(NEPRS)**
New Equipment Resources Requirements Analysis **(NERRA)**
new equipment training **(NET)**
new equipment training program **(NETP)**
new manning system **(NMS)**
new materiel introductory letter **(NMIL)**
new obligation authority **(NOA)**
new over the beach discharge exercise **(NODEX)**
New Port Army Ammunition Plant **(NAAP)**
next of kin **(NOK)**
night observation device **(NOD)**
NIKE HERCULES **(HERC)**
NIKE-X development office **(NXDO)**
NIKE-X Program Review Group **(NXPRG)**
NIKE-X Project Manager **(NXPM)**
NIKE-X Project Office **(NXPO)**
NIKE-X System Manager **(NXSM)**
no answer **(action)**
required **(NAR)**
no change **(nc)**
no fire line **(NFL)**
no location **(NOLOC)**
no middle initial **(NMI)**
nominate **(nom)**

nominee (**nom**)

nonappropriated fund(s) (**NAF**)

nonappropriated fund instrumentality (**NAFI**)

no national stock number (**NNSN**)

Non-Automatic Relay Center (**NARC**)

nonbattle (**NB**)

noncitizen (**noncit**)

noncombatant evacuation order (**NEO**)

noncommissioned officer (**NCO**)

Noncommissioned Officer Academy (**NCOA**)

Noncommissioned Officer Education System (**NCOES**)

noncommissioned officer in charge (**NCOIC**)

Noncommissioned Officer Logistics Program (**NCOLP**)

noncommissioned officers open mess (**NCOOM**)

noncommunications electronics countermeasures (**NONCOMECEM**)

noncommunications jamming (**NONCOMJAM**)

nondeployment mobilization troop basis (**NDMTB**)

nondirectional radio beacon (**NDB**)

Nonlanguage Qualification Test (**NQT**)

nonmetallic (**nm**)

nonregistered (**nr**)

nonregistered accountable (**NRA**)

nonregistered publication (**NRP**)

nonstandard (**ns**)

nonstandard item (**NSI**)

nonstandard line item number (**NSLIN**)

nonstockage list (**NSL**)

nontactical telecommunications requirement (**NTTR**)

nontariff size (**NTS**)

no prior or current Federal service (**NPFS**)

no prior service (**NPS**)

NORAD Cheyenne Mountain Complex (**NCMC**)

NORAD control center (**NCC**)

NORAD division direction center (**NDDC**)

NORAD Intelligence Plan (**NORIP**)

NORAD Operational Employment Concept (**NOROEC**)

NORAD Qualitative Requirement (**NORQR**)

NORAD Region Combat Center (**NRCC**)

North American Air Defense Command (**NORAD**)

North Atlantic Treaty Organization (**NATO**)

North Atlantic Treaty Regional Planning Group (**London**) and the North Atlantic Treaty Regional Planning Subgroup (**Paris**) (**PLANAT**)

northeast (**NE**)

Northeast Asia (**NEA**)

Northeast Computer Center (**NECC**)

Northern Area Command (**NACOM**)

Northern Air Material Area, Pacific (**NAMAP**)

northern Army Group (**NORTHAG**)

north-northeast (**NNE**)

north-northwest (**NNW**)

northwest (**NW**)

no staff responsibility (**NSR**)

not applicable (**NA**)

not available (**NVAL**)

not fully equipped (**NFE**)

notice of availability (**NTCAVAL**)

notice of exception (**NOE**)

notice of foreign travel (**NOFT**)

notice of intelligence potential (**NIP**)

notice of nonavailability (**NONA**)

notice of revision (**NOR**)

notice of airmen (**NOTAM**)

not in stock (**NIS**)

not later than (**NLT**)

not-operationally-ready maintenance (**NORM**)

not operationally ready supply (**NORS**)

not otherwise indicated by name (**NOIBN**)

no travel involved (**NTI**)

not to exceed (**NTE**)

nuclear (**nuc**)

nuclear accident and incident control officer (**NAICO**)

nuclear accident and incident control plan (**NAICP**)

Nuclear Accident Incident Control Center (**NAICC**)

nuclear authentication system (**NUCAS**)

Nuclear, Biological, and Chemical Defense (**NBCD**)

Nuclear, Biological, and Chemical Defense Control Element (**NBCDCE**)

Nuclear, Biological and Chemical Element (**NBCE**)

nuclear, biological, and chemical warfare operations (**NUBICWOPS**)

nuclear, biological, chemical (**NBC**)

nuclear capability exercise (**NCE**)

nuclear damage report (**NUCREP**)

nuclear defense (**NUCDEF**)

nuclear detonation detection and reporting system (**NUCDETS**)

nuclear electromagnetic pulse (**NEMP**)

nuclear emergency team (**NET**)

nuclear incident control plan (**NICP**)

nuclear reactor operator basic badge (**NRBBAS**)
nuclear reactor operator, First Class (**NRB1CL**)
nuclear reactor operator, Second Class (**NRB2CL**)
nuclear reactor operator, Shift Supervisor Badge (**NRBSUPV**)
nuclear safety line (**NSL**)
Nuclear Sealed Authentication System (**NSAS**)
nuclear strike plan (**NSP**)
nuclear weapon accident and incident control (**NAIC**)
nuclear weapon(s) (**NUCWPN**)
Nuclear Weapon Accident Investigation Board (**NWAIB**)
nuclear weapons employment officer (**NWEO**)
nuclear weapons correction report (**NWCR**)
nuclear weapons electronic specialist (**NWES**)
nuclear weapons maintenance foreman (**NWMF**)
nuclear weapons maintenance specialist (**NWMS**)
nuclear weapons report (**NWR**)
nuclear weapons storage facility (**NWSF**)
nuclear weapons support section (**NWSS**)
number (**no**)
nurses and Army medical specialist (**NAMS**)
nutrition (**nutr**)

3-15. "O" listings

Oakland Army Base (**OARB**)
Oak Leaf Cluster (**OLC**)
objective (**obj**)
objective force gross requirement (**OFGR**)
obligate (**obl**)
obligated war reserves (**OWR**)
obligation authority (**OBLAUTH**)
observation (**obsn**)
observation post (**OP**)
observed fire trainer (**OFT**)
observer target (**OT**)
observer training (**OBT**)
obsolete (**ob**)
obstacle (**obs**)
occupational medicine (**OCCMED**)
Occupational Safety and Health Action (**OSHA**)
occupational therapy-therapist (**OT**)
Office (***O**)
office (**ofc**)
Office for the Civilian Health and Medical Program of the Uniformed Services (**OCHAMPUS**)
Office, Management Information Systems (**OMIS**)

office motor vehicle transportation officer (**OMVTO**)
Office of Civilian Personnel (**OCP**)
Office of Defense Representative, Pakistan (**ODRP**)
Office of Director of Defense Research and Engineering (**ODDRE**)
Office of Emergency Planning (**OEP**)
Office of Emergency Transportation (**OET**)
Office of Federal Employees' Compensation (**OFEC**)
Office of Industrial Personnel Access Authorization Review(**OIPAAR**)
Office of Information for the Armed Forces (**IAF**)
Office of Management and Budget (**OMB**)
Office of Naval Intelligence (**ONI**)
Office of Naval Research (**ONR**)
Office of Personnel Management (**OPM**)
Office of Procurement and Materiel (**OPM**)
Office of Strategic Information (**OSI**)
Office of the Chief, Army Reserve (**OCAR**)
Office of the Chief of Chaplains (**OCC**)
Office of the Chief of Engineers (**OCE**)
Office of the Chief of Legislative Liaison (**OCLL**)
Office of the Chief of Military History (**OCMH**)
Office of the Chief of Public Affairs (**OCPA**)
Office of the Deputy Chief of Staff for Research, Development, and Acquisition (**ODCSRDA**)
Office of the Chief of Staff, U.S. Army (**OCSA**)
Office of the Comptroller of the Army (**OCA**)
Office of the Deputy Chief of Staff for Logistics (**ODCSLOG**)
Office of the Deputy Chief of Staff for Operations and Plans(**ODCSOPS**)
Office of the Deputy Chief of Staff for Personnel (**ODCSPER**)
Office of the Directorate of Weapon Systems Analysis (**ODWSA**)
Office of the Inspector General (**OTIG**)
Office of the Judge Advocate General (**OTJAG**)
Office of the Provost Marshal General (**OTPMG**)
Office of the Secretary of Defense Identification Badge(**OSDIDBAD**)
Office of the Secretary of Defense (**OSD**)
Office of the Secretary of the Army (**OSA**)
Office of The Surgeon General (**OTSG**)
Office of the United States Army Attache (**OUSARMA**)
Office of the United States Defense Representatives, India (**ODRI**)
Office, Ogden Air Material Area (**OOAMA**)
officer (**off**)
officer candidate (**OC**)
Officer Candidate School (**OCS**)

Officer Candidate Test (**OCT**)
 officer conducting the exercise (**OCE**)
 officer evaluation report (**OER**)
 officer evaluation reporting system (**OERS**)
 officer in charge (**of**) (**OIC**)
 officer in charge of construction (**OICC**)
 officer master file (**OMF**)
 officer of the day (**OD**)
 officer of the guard (**OG**)
 officer distribution plan (**OPD**)
 Officer Personnel Directorate, MILPERCEN (**OPD**)
 Officer Personnel Management System (**OPMS**)
 Officer Record Brief (**ORB**)
 officer's open mess (**OOM**)
 officer's qualification record (**OQR**)
 Officer Undergraduate Degree Program (**ODUP**)
 Office, Services and Information Agency (**OSIA**)
 official military personnel file (**OMPF**)
 official personnel folder (**OPF**)
 offshore acquisition (**OSA**)
 offshore procurement (**OSP**)
 on-condition maintenance (**OCM**)
 on equipment materiel (**OEM**)
 one station unit training (**OSUT**)
 on or about (**OA**)
 on order (**oo**)
 on-the-job training (**OJT**)
 operate (**op**)
 operated (**op**)
 operating information systems (**OIS**)
 operating level (**OL**)
 operating location (**OL**)
 operating strength (**OPSTR**)
 operation (**op**)
 operational (**op**)
 operational acceptance test (**OAT**)
 operational availability data (**OAD**)
 operational capability objective (**OCO**)
 operational capability plan (**OCP**)
 operational command (**OPCOM**)
 operational command and control intelligence system (**OCCIS**)
 operational command and control system (**OCCS**)
 operational control (**OPCON**)
 operational control authority (**OCA**)
 operational control console (**OCC**)
 operational employment concept (**OEC**)
 operational employment plan (**OEP**)
 operationally ready (**OPRDY**)
 operational navigation chart (**ONC**)
 operational project (**OP**)
 operational project requirements (**OPR**)
 operational readiness (**OR**)
 operational readiness evaluation (**ORE**)
 operational readiness float (**ORF**)
 operational readiness inspection (**ORI**)
 operational readiness inspection test (**ORIT**)
 operational readiness training (**ORT**)
 operational readiness training program (**ORTP**)
 Operational Readiness Training Test (**ORTT**)
 operational reporting (**OPREP**)
 Operational Reports-Lessons Learned (**ORLL**)
 operational storage site (**OSS**)
 operational support airlift (**OSA**)
 operational test (**OT**)
 operational test and evaluation (**OTE**)
 Operational Test and Evaluation Agency (**OTEA**)
 operational training unit (**OTU**)
 operation and maintenance (**O&M**)
 Operation and Maintenance, Army (**OMA**)
 Operation and Maintenance, Army National Guard (**OMARNG**)
 Operation and Maintenance, Army Reserve (**OMAR**)
 operation and maintenance, family housing (**O&MFH**)
 operation and maintenance of facilities (**OMF**)
 operation and maintenance of facilities budget activity account(**OMFBAA**)
 operation and maintenance of facilities cost account (**OMFCA**)
 operation and maintenance of facilities summary cost account(**OMFSCA**)
 operation order (**OPORD**)
 operation plan (**OPLAN**)
 operations and training officers (**U.S. Army**)(**S3**)
 operations central (**OC**)
 operations code (**OPCODE**)
 Operations Coordinating Board (**OCB**)
 Operations Directorate (**J3**)
 operations research analyst (**ORA**)
 Operations Research/Systems Analysis (**ORSA**)
 operations security (**OPSEC**)
 operator (**op**)

ophthalmology (**ophth**)
opposing forces (**OPFOR**)
optical character reader (**OCR**)
optical character recognition equipment (**OCRE**)
optical discrimination and tracking system (**ODTS**)
optical landing system (**OLS**)
optical mark page reader (**OMPR**)
optional form (**OF**)
ordered to active duty (**OAD**)
order of battle (**OB**)
Order of Merit List (**OML**)
order ship time (**OST**)
orderwire (**OW**)
ordnance (**ord**)
Ordnance Corps (**OD**)
ordnance telemetry instrumentation station (**OTIS**)
organization (**org**)
organizational effectiveness (**OE**)
organizational equipment list (**OEL**)
organizational expense accounts (**OEA**)
organizational maintenance shop (**OMS**)
organizational maintenance technician (**OMT**)
organizational maintenance test station (**OMTS**)
organizational spare parts and equipment (**OSPE**)
organizational supply code (**OSC**)
organization and equipment guide (**OEG**)
organization and methods (**O&M**)
Organization of American States (**OAS**)
organize (**org**)
organized (**org**)
other intelligence requirements (**OIR**)
other pay entry date (**OPED**)
Other Procurement, Army (**OPA**)
other than honorable conditions (**OTH**)
other than Regular Army (**OTRA**)
Other War Reserve Material Stocks (**OWRMS**)
outlying field (**OLF**)
outside continental United States (**OCONUS**)
oversea replacement (**OSREPL**)
oversea returnee (**OSRET**)
Overseas Internal Defense Policy (**OIDP**)
overseas internal security program (**OISP**)
overseas limited storage site (**OLSS**)
overseas operational storage site (**OOSS**)

overseas records center (**ORCEN**)
Overseas Service Ribbon (**OSR**)
oversea terminal arrival date (**OTAD**)
overseas unit replacement system (**OVUREP**)
over, short, and damaged report (**OSD**)
overtime (**OT**)
ownership purpose code (**O/P**)
3-16. "P" listings
Pacific Command (**PACOM**)
Pacific Command Operations Liaison Office (**POLO**)
Pacific Missile Range (**PMR**)
Pacific range electromagnetic signature studies (**PRESS**)
packaging, crating, handling, and transportation (**PCHT**)
PACOM Utilization and Redistribution Agency (**PURA**)
pallet (**plt**)
pamphlet (**pam**)
Pamphlet "Personal Property Shipping Information" is applicable(**PPSIA**)
Pan American Health Organization (**PAHO**)
parachute (**prcht**)
parachute low-altitude delivery system (**PLADS**)
parachute status report (**PSR**)
Parachutist Badge (**PRCHTBAD**)
paragraph (**para**)
pararescue (**parsq**)
parcel post (**PP**)
parenthesis (**paren**)
partial background investigation (**PBI**)
part number (**PN**)
passenger carrying vehicle (**PCV**)
passenger control point (**PCP**)
passenger liaison office(**r**) (**PLO**)
Passenger Reservation Center (**PRC**)
passenger standing route order (**PSRO**)
Passenger Traffic Management System (**PASTRAM**)
passive night vision devices (**PNVD**)
passive radiation countermeasure (**PRCM**)
pass time (**PST**)
patching central (**PATCENT**)
pathfinder (**pfd**)
Pathfinder Badge (**PFDRBAD**)
Patient Administration Information System (**PADMIS**)
Patient Care System (**PACAS**)
Pattern Analysis Test (**PAT**)
pay adjustment document (**PADOC**)

pay entry basic date (**PEBD**)

payroll (**pr**)

Peacetime Force Materiel Procurement Objective (**PTFMPO**)

Peacetime Force Materiel Requirements (**PTFMR**)

Peacetime Force Materiel Requirements Acquisition (**PTFMR-A**)

Peacetime Force Materiel Requirements Retention (**PTFMR-R**)

peacetime operating stock (**PTOS**)

peacetime rate factor (**PTRF**)

pediatrics (**ped**)

PEMA Item Baseline List (**PIBL**)

PEMA policy and guidance (**PPG**)

pending availability (**PA**)

penetration aids (**PENAIDS**)

Pentaerythritoltetranitrate (**PETN**)

People's Republic of China (**PRC**)

per annum (**PA**)

Per Diem, Travel, and Transportation Allowance Committee for Departments of the Army, Navy, and Air Force (**PDC**)

performance analysis (**PA**)

performance factor (**PF**)

performance, requirements, practices (**PRP**)

perimeter acquisition radar (**PAR**)

perimeter acquisition radar building (**PARB**)

perimeter acquisition radar data processor (**PARDP**)

periodic intelligence report (**PERINTREP**)

periodic intelligence summary (**PERINTSUM**)

periodic personnel report (**PPREPT**)

periodic personnel strength report (**PPSR**)

period of service (**POS**)

permanent (**perm**)

permanent change of assignment (**PCA**)

permanent change of station (**PCS**)

permanent grade (**PG**)

Permanent Joint Board on Defense, Canada-United States (**PJBD**)

permanently separated from duty station (**PSDS**)

permanent party (**pp**)

permanent pay record (**PPR**)

permissive action link (**PAL**)

permissive action link management control team (**PMCT**)

permissive action link report (**PALR**)

PERSHING (**PSG**)

PERSHING 1 (**P1**)

PERSHING 1a (**P1a**)

personal computer (**PC**)

personal expense money (**PERSEXP**)

personal financial record (**PFR**)

Personal Liaison Officer, Chief of Staff, Army (**PLOCSA**)

personnel (**pers**)

Personnel Actions and Records Directorate, MILPERCEN (**PARD**)

personnel allotment voucher (**PAV**)

personnel and administration (**P&A**)

Personnel and Administration Center (**PAC**)

Personnel and Administration, Combat Development Activity (**PACDA**)

Personnel and Logistics Systems Group (**PALSG**)

personnel assistance point (**PAP**)

personnel control facility (**PCF**)

personnel daily summary (**PDS**)

Personnel Deployment and Distribution Management System (**PERDDIMS**)

Personnel Directorate (**J1**)

personnel equipment data (**PED**)

personnel information roster (**PIR**)

Personnel Information System (**PINS**)

Personnel Information Systems Directorate, MILPERCEN (**PERSINS**)

personnel inventory report (**PERSIR**)

Personnel Management and Accounting-Card Processors (**PERMACAP**)

Personnel Management Assistance System (**PERMAS**)

Personnel Management Development Directorate, MILPERCEN (**PMDD**)

personnel management officer (**PMO**)

personnel master file (**PMF**)

personnel on station date (**POSD**)

personnel processing (**PERSPROC**)

personnel processing group (**PPG**)

personnel qualification roster (**PQR**)

personnel readiness date (**PRD**)

personnel readiness file (**PRF**)

Personnel Records Branch (**PRB**)

Personnel Records Division (**PRD**)

personnel reporting code (**PRC**)

Personnel Research Test (**PRT**)

personnel service company (**PSC**)

personnel service division (**PSD**)

personnel shipment ready date (**PSRD**)

personnel staff noncommissioned officer (**PSNCO**)

personnel status report (**PERSTATREP**)

personnel subsystem (**PS**)

personnel subsystem elements (**PSE**)
 personnel subsystem manager (**PSM**)
 personnel subsystem process (**PSP**)
 personnel subsystem products (**PSPR**)
 personnel subsystem team (**PST**)
 personnel subsystem test and evaluation (**PSTE**)
 personnel support system (**PSS**)
 personnel survey control officer (**PSCO**)
 personnel transaction register by originator (**PTRO**)
 personnel transaction summary by originator (**PTSO**)
 personnel transaction summary by type transaction (**PTST**)
 pertain (**pert**)
 Petroleum Intersectional Command (**POLIC**)
 Petroleum Intersectional Service (**POLIS**)
 petroleum oils and lubricants (**POL**)
 phase (**ph**)
 phased-array radar operational simulation (**PHAROS**)
 phased equipment modernization (**PEM**)
 phase line (**PL**)
 Philippine Defense Ribbon (**PDR**)
 Philippine Independence Ribbon (**PIR**)
 Philippine Liberation Ribbon (**PLR**)
 Philippine Republic Presidential Unit Citation Badge (**PHILPUC**)
 photograph (**photo**)
 photographer (**photo**)
 photographic (**photo**)
 photography (**photo**)
 photomap (**pmap**)
 Physical Evaluation Board (**PEB**)
 physical profile (**PP**)
 physical profile serial code (**PPSC**)
 physical profile serial code (**numerical**) (**PULHES**)
 physical training (**PT**)
 physically controlled space (**PCS**)
 Picatinny Arsenal (**PTA**)
 Picatinny Arsenal Detonation Trap Number 1 (**PDT-1**)
 pilot-balloon observation (**PIBAL**)
 pilot information file (**PIF**)
 Pine Bluff Arsenal (**PBA**)
 pipeline (**pl**)
 pipeline time (**PLT**)
 piston arrestment gas entrapment system (**Sprint Launch cell**)(**PAGE**)
 place (**pl**)
 place in inactive file (**PIF**)
 place of birth (**POB**)
 planning and control memorandum (**PCM**)
 planning and programming guidance (**PPG**)
 Planning Board European Inland Surface Transport (**PBEIST**)
 Planning Board for Ocean Shipping (**PBOS**)
 planning, programming, and budgeting system (**PPBS**)
 plan position indicator (**PPI**)
 Plans and Policy Directorate (**J5**)
 plan speed indicator (**PSI**)
 plans, program, budget (**PPB**)
 plasticized white phosphorous (**PWP**)
 platoon (**plt**)
 platoon leaders class (**PLC**)
 platoon sergeant (**PSG**)
 plutonium decontamination emergency teams (**PLUCON**)
 pneumatic float (**PF**)
 point (**pt**)
 point detonating fuze (**PDF**)
 point initiating, base detonating (**PIBD**)
 point of contact (**POC**)
 policy and procedure governing the use of nicknames (**POPGUN**)
 political advisor (**POLAD**)
 pollution abatement and environmental control technology (**PAECT**)
 ponton (**pon**)
 portable flamethrower (**PFT**)
 port call (**PC**)
 port call control number (**PCCN**)
 port of debarkation (**POD**)
 port of embarkation (**POE**)
 port security detachment (**PSD**)
 position and pay management (**PPM**)
 position fixing navigation system (**PFNS**)
 position indicator (**PI**)
 postal finance officer (**PFO**)
 postal regulating detachment (**PRD**)
 Post Attack Mobilization of the United States Army (**PAMUSA**)
 post, camp, or station (**PCS**)
 Post D-Day Logistic Support (**PDDL**)
 post engineer (**PE**)
 postgraduate (**PG**)
 postmaster (**PM**)
 Post M-Day Deployment List (**PMDL**)

postal concentration center (**PCC**)
 post office (**PO**)
 pound(s) (**lb**)
 pounds per square inch (**psi**)
 power line modulation (**PLM**)
 power train (**PWTN**)
 precision approach radar (**PAR**)
 precision bombing range (**PBR**)
 preferred arrival date (**PAD**)
 preliminary flight rating test (**Sprint**) (**PFRT**)
 preliminary name for high-performance third stage (**advanced Spartan**) (**X-3**)
 preliminary name for Spartan (**X-2**)
 Preliminary Operating and Maintenance Manual (**POMM**)
 preliminary rifle instruction (**PRI**)
 preliminary technical report (**PRETECHREP**)
 preparation (**prep**)
 preparation for oversea movement (**units**) (**POM**)
 preparation of replacements for oversea movement (**POR**)
 preparatory (**prep**)
 prepare (**prep**)
 prepared (**prep**)
 prepositioned receipt card (**PPRC**)
 prepositioned storage (**PREPOSTOR**)
 prepositioned war reserves (**PPWR**)
 Prepositioned War Reserve Requirements (**PWRR**)
 prepositioned war reserve requirements for medical facilities(**PWRR-MF**)
 prepositioned war reserve stock (**PWRS**)
 prepositioned war reserve stocks for medical facilities (**PWRS-MF**)
 prepositioning of materiel configured to unit sets (**POMCUS**)
 preproduction test (**PPT**)
 prescribe (**presb**)
 prescribed load list (**PLL**)
 Prescribed Loan Optimization Model (**PLOM**)
 prescribed nuclear load (**PNL**)
 prescribed nuclear stockage (**PNS**)
 present duty assignment option (**PDA**)
 preservation (**prsvn**)
 President's Scientific Advisory Committee (**PSAC**)
 Presidential Medal of Freedom (**PMOF**)
 Presidential's Hundred Tab (**PRES100**)
 Presidential Service Badge (**PSVCBAD**)
 Presidential Unit Citation (**PUCA**)
 Presidential Unit Emblem (**PUE**)
 Presidio of Monterey (**PMRY**)
 Presidio of San Francisco (**PSF**)
 pressman (**prsmn**)
 preventive maintenance (**PM**)
 preventive maintenance inspection (**PMI**)
 previously complied with (**PCW**)
 previous orders (**PO**)
 previously not available (**PNVAL**)
 price signal code (**PSC**)
 primary action office (**PAO**)
 primary expense account (**PEA**)
 primary military occupational specialty (**PMOS**)
 primary military occupational specialty code (**PMOSC**)
 primary next of kin (**PNOK**)
 primary specialty skill identifier (**PSSI**)
 primary staff action officer (**PSAO**)
 Primary Standardization Office (**PSO**)
 primary target (**PTGT**)
 primary target area (**PTA**)
 primary target line (**PTL**)
 principal assistant for contracting (**PARC**)
 principal direction of fire (**PDF**)
 principal duty (**PDY**)
 printed circuit board (**PCB**)
 printed control unit (**PCU**)
 priorities and allocations manual (**PAM**)
 priority air travel (**PAT**)
 priority delivery date (**PDD**)
 priority designator (**PD**)
 priority management effort (**PRIME**)
 priority operational objective (**POO**)
 priority standardization effort (**PSE**)
 prior permission required (**PPR**)
 prior service (**PS**)
 prior to expiration of term of service (**PETS**)
 prior year (**PY**)
 prior year report (**PYR**)
 prisoner (**pris**)
 prisoner of war (**PW**)
 prisoner of war interrogation (**IPW**)
 privacy act (**PA**)
 private branch exchange (**tel**) (**PBX**)
 Private (**PVT**)

Private E1 & E2 (**PV1 & 2**)
 private first class (**PFC**)
 privately owned conveyance (**POC**)
 privately owned vehicle (**POV**)
 probable error (**PE**)
 probable line of deployment (**PLD**)
 procedure (**pro**)
 procedure sign (**prosign**)
 proceed (**pro**)
 proceed on duty assigned (**PRODUTAS**)
 procurement aging and staging system (**PASS**)
 procurement and production (**P&P**)
 procurement appropriations (**PA**)
 procurement data package (**PDP**)
 procurement directive (**PD**)
 procurement instrument identification number (**PIIN**)
 procurement lead time (**PLT**)
 procurement of ammunition, Army (**PAA**)
 procurement of equipment and munitions, appropriations (**PEMA**)
 Procurement of Equipment and Missiles, Army Management and Accounting Reporting System (**PEMARS**)
 procurement of weapons and tracked combat vehicles, Army (**PWTCVA**)
 procurement program number (**PPN**)
 procurement regulations (**PR**)
 procurement request order number (**PRON**)
 procurement work directive (**PWD**)
 procuring contracting officer (**PCO**)
 producibility engineering and planning (**PEP**)
 product assurance plan (**PAP**)
 product control number (**PCN**)
 Product Improvement Program (**PIP**)
 production acceptance test (**PAT**)
 production base support (**PBS**)
 Production Day (**P-DAY**)
 production engineering measure (**PEM**)
 production equipment agency (**PEQUA**)
 production equipment code (**PEC**)
 production equipment redistribution group (**PERG**)
 production equipment redistribution inventory (**PERI**)
 production offset (**PO**)
 production planning and control (**PP&C**)
 production support and equipment replacement (**PS&ER**)
 production test (**PT**)
 production validation (**PV**)
 Product Quality Evaluation Plan (**PQEP**)
 professional medical film (**PMF**)
 professor of military science (**PMS**)
 proficiency data card (**PDC**)
 proficiency pay (**PROFP**)
 proficiency pay designator (**PPD**)
 program assessment review report (**PARR**)
 program approval disposal and redistribution (**PADAR**)
 Program Budget Advisory Committee (**PBAC**)
 program/budget decision (**PBD**)
 program budget guidance (**PBG**)
 program change decision (**PCD**)
 program change request (**PCR**)
 program data sheets (**PDS**)
 Program Decision Memorandum (**PDM**)
 program definition phase (**PDP**)
 Program Development Increment Package (**PDIP**)
 program element (**PE**)
 Program Evaluation and Review Technique (**PERT**)
 program evaluation office (**PEO**)
 program execution sub-directive (**PESD**)
 program for the refinement of the materiel acquisition process (**PROMAP**)
 Program Guidance and Review Committee (**PGRC**)
 program management control system (**PMCS**)
 program management support (**PMS**)
 programed instruction (**PI**)
 program objective memorandum (**POM**)
 program, project management (**PPM**)
 Program Review Panel (**PRP**)
 program(s) of instruction (**POI**)
 Program to Improve Management of Army Resources (**PRIMAR**)
 project (**proj**)
 project advisory group (**PAG**)
 project configuration control board (**PCCB**)
 projected requisition authority (**PRA**)
 projectile (**proj**)
 project management information system (**PROMIS**)
 project management office (**PMO**)
 project manager (**PM**)
 project master plan (**PMP**)
 project stock (**PS**)
 project transition (**PROJTRNS**)

promotion eligibility date (**PED**)
 promotion qualification score (**PQS**)
 propellants and explosives (**P&E**)
 property book (**PB**)
 property book-Army Equipment Status Reporting System (**PB-AESRS**)
 property book officer (**PBO**)
 property disposal agent (**PDA**)
 property disposal contracting officer (**PDCO**)
 property disposal officer (**PDO**)
 prophylactic (**pro**)
 proponent agency (**PA**)
 proposed advanced development objective (**PADO**)
 proposed required operational capability (**PROC**)
 proposed system package plan (**PSPP**)
 prospective data element (**PDE**)
 prosthetic (**pros**)
 protectable mobilization reserve materiel objective (**PMRMO**)
 protected distribution system (**PDS**)
 provided no military objection exists (**PNMO**)
 proving ground (**PG**)
 provisional qualitative and quantitative personnel requirements information (**PQQPRI**)
 provision of industrial facilities (**PIF**)
 provision of production facilities (**PPF**)
 provisions supply office (**PSO**)
 provost marshal (**PM**)
 proximity (**prox**)
 psychological operations (**PSYOP**)
 psychology (**psych**)
 psychological warfare (**PSYWAR**)
 public (**pub**)
 public affairs (**PA**)
 public affairs division (**PAD**)
 public affairs office(r) (**PAO**)
 publication (**pub**)
 publications and printing office (**PPO**)
 Publications Automated Information Locator System (**PAILS**)
 publications control officer (**PCO**)
 public information (**PI**)
 public information division (**PID**)
 public information liaison officer (**PILO**)
 publicity (**pub**)
 public law (**PL**)

public works (**PW**)
 publish (**pub**)
 Pueblo Army Depot Activity (**PUADA**)
 pulse code modulation (**PCM**)
 pulse position modulation (**PPM**)
 pulse repetition frequency (**PRF**)
 pulses per second (**PPS**)
 pulse width (**PW**)
 punched card control unit (**PCCU**)
 punched card machine (**PCM**)
 punched card machine systems (**PCMS**)
 purchase (**pur**)
 purchase request (**PR**)
 purchasing and contracting (**PC**)
 Purple Heart (**PH**)
 pursuant (**pur**)
 pursuant to authority contained in (**PAC**)
 pursuit (**pur**)
3-17. "Q" listings
 quadrant (**quad**)
 quadrant elevation (**QE**)
 Quadripartite Agreed Materiel Development Objective (**QAMDO**)
 Quadripartite Agreed Materiel Requirement (**QAMR**)
 Quadripartite Agreed Plans of Engineering Design (**QAPED**)
 Quadripartite Agreed Plans of Engineering Test (**QAPET**)
 Quadripartite Agreed Plans of Service Tests (**QAPST**)
 Quadripartite Development Objective (**QDO**)
 Quadripartite Materiel and Agreements Committee (**QMAC**)
 Quadripartite Research Committee (**QRC**)
 Quadripartite Research List (**QRL**)
 Quadripartite Standardization Agreement (**QSTAG**)
 Quadripartite Standardization Agreements List (**QSAL**)
 Quadripartite Standing Operating Procedures (**QSOP**)
 Quadripartite Working Group (**QWG**)
 quadruple terminal digits (**QTD**)
 qualified products list (**QPL**)
 qualitative and quantitative personnel requirements information(**QQPRI**)
 qualitative construction requirement (**QCR**)
 qualitative equipment requirements (**QER**)
 Qualitative Management Program (**QMP**)
 qualitative materiel approach (**QMA**)
 qualitative materiel development objective (**QMDO**)
 qualitative materiel objective (**QMO**)
 qualitative materiel requirement (**QMR**)

Qualitative operational requirements (**QOR**)
 qualitative requirements information (**QRI**)
 Qualitative Research Requirement for Nuclear Weapons Effects Information (**QRR**)
 quality assurance (**QA**)
 quality control (**QC**)
 quality control information (**QCI**)
 quality control representative (**QCR**)
 quality increase (**QI**)
 quality of life (**QOL**)
 quantity (**qty**)
 quantity desired as requested (**QTYDESREQ**)
 quarter (**qtr**)
 quarantine (**quar**)
 quartermaster (**QM**)
 Quartermaster Corps (**QM**)
 question mark (**ques**)
 quick reaction alert (**QRA**)
 quick reaction capability (**QRC**)
 quick reaction procurement system (**QRPS**)
 quick supply store (**QSS**)
 quota source (**QS**)
3-18. "R" listings
 race relations/equal opportunity (**RR/EO**)
 Radar Air Traffic Control Cent (US Navy) (**RATCC**)
 radar approach control center (**RAPCON**)
 radar control trailer (**RCT**)
 radar countermeasures (**RCM**)
 radar countermeasures and deception (**RADCM**)
 radar course directing central (**RCDC**)
 Radar Data Processing Center (**RDPC**)
 radar data processing equipment (**RDPE**)
 radar netting station (**RNS**)
 radar netting unit (**RNU**)
 radar wind sounding (**Rawin**)
 Radford Army Ammunition Plant (**RAAP**)
 radiation (**radn**)
 radiation, detection, indication and computation (**RADIAC**)
 radiation intensity (**RI**)
 radioactive (**rada**)
 radio amateur civil emergency service (**RACES**)
 Radio Code Aptitude Area (**RC**)
 Radio Code Test, Speed of Response (**RCTSR**)
 radio beacon (**RBN**)

radio controlled aerial target (**RCAT**)
 radio detection and ranging (**RADAR**)
 radio direction finder(**ing**) (**RDF**)
 radio frequency (**RF**)
 radio frequency interference (**RFI**)
 radio frequency test set (**RFTS**)
 radiological (**radl**)
 Radiological Control (**RADCON**)
 radiological emergency medical teams (**REMT**)
 radiological fallout (**RADLFO**)
 radiological monitor(**ing**) (**RADLMON**)
 radiological operations (**RADLOPS**)
 radiological safety (**RADLSAFE**)
 radiological survey (**RADLSV**)
 radiological survey officer (**RADLSO**)
 radiology (**radl**)
 radio relay (**RADREL**)
 radio research unit (**RRU**)
 radiosonde and radar wind sounding (**combined**) (**RAWINSONDE**)
 Radio Technician Selection Test (**RTST**)
 radiotelegram; radiotelegraph; radiotelegraphic;
 radiotelegraphy(**RATG**)
 radiotelephone (**RATEL**)
 radiotelephone operator (**RATELO**)
 radio teletypewriter (**RATT**)
 radio wire integration (**RWI**)
 rads per hour (**RAD/hr**)
 railhead (**rhd**)
 rail transportation officer (**RTO**)
 railway (**ry**)
 railway traffic officer (**RTO**) (**communications system**)
 random access correlation of extended performance (**RACEP**)
 random access discrete address (**RADAS**)
 random access memory (**RAM**)
 Random Access Personnel Information Dissemination System (**RAPIDS**)
 Random Barrage System (**RBS**)
 range only radar (**ROR**)
 range safety officer (**RSO**)
 ranger tab (**RGRT**)
 rapid combat mapping service (**RACOMS**)
 rapid excess disposal (**RED**)
 Rapid Integrated Logistic Support System (**RILS**)
 Rapid Reaction Forces (**RRF**)
 rationalization/standardization/interoperability (**RSI**)

ration breakdown point (**RBP**)
 ration distributing point (**RDP**)
 rations not available (**RNA**)
 Ravenna Army Ammunition Plant (**RVAAP**)
 readiness condition (**REDCON**)
 readiness date (**RD**)
 readiness group (**RG**)
 Readiness Management Information System (**RMIS**)
 readiness objective code (**ROBCO**)
 readjustment pay (**READJP**)
 ready for issue (**RFI**)
 ready for sea (**RFS**)
 ready qualified for standby (**RQS**)
 Ready Reserve Mobilization Reinforcement Pool (**RRMRP**)
 Ready Reserve Strategic Army Forces (**RRSTRAF**)
 Real Estate Planning Report (**REPR**)
 real property facilities (**RPF**)
 real property inventory (**RPI**)
 real property maintenance activities (**RPMA**)
 rear admiral (**RADM**)
 rear airfield supply organization (**RASO**)
 Rear Area Damage Control Center (**RADCC**)
 rear area protection (**RAP**)
 rear area security (**RAS**)
 rear area security control center (**RASCC**)
 rear area security controller (**RASC**)
 recapitulation (**recap**)
 receipt, inspection, and maintenance (**RIM**)
 receipt, storage, and issue (**RSI**)
 receiving agency materiel division (**RAMD**)
 receiving proficiency pay (**RPROP**)
 receiving station (**RECSTA**)
 reception (**rept**)
 recoilless rifle (**RCLR**)
 recommended ground zero (**RGZ**)
 recommended maintenance operation chart (**RMOC**)
 recommended vehicle adjustment (**REVA**)
 reconciliation (**recncln**)
 reconnaissance (**recon**)
 reconnaissance and security positions (**RSP**)
 reconnaissance and survey officer (**RSO**)
 Reconnaissance Commando Doughboy (**RECONDO**)
 reconnaissance, selection, and occupation of position (**RSOP**)
 reconnaissance, surveillance and target acquisition (**RESTA**)
 reconnoiter (**recon**)
 record control number (**RCN**)
 recording automatic digital optical tracker (**RADOT**)
 record of trial (**R/T**)
 records holding area (**RHA**)
 records management official (**RMO**)
 record status code (**RSC**)
 record status indicator (**RSI**)
 records will be handcarried (**RWBH**)
 records will not be handcarried (**RWNBH**)
 recruiter code identification (**RCID**)
 recruiting (**rectg**)
 redesigned missile tracking radar (**RMTR**)
 red fuming nitric acid (**RFNA**)
 red integrated strategic offensive plan (**RISOP**)
 Red River Army Depot (**RRAD**)
 Redstone Arsenal (**RSA**)
 reduced operational status (**ROS**)
 reduction in force (**RIF**)
 reenlist (**reenl**)
 reenlistment allowance (**REENLA**)
 reenlistment bonus (**REENLB**)
 reentry angle (**REA**)
 reentry measurement program (**RMP**)
 reentry measurement vehicle (**RMV**)
 reentry vehicle (**RV**)
 refer (**ref**)
 reference (**ref**)
 reference your message (**RYM**)
 referred (**ref**)
 refresher (**ref**)
 regiment (**regt**)
 regiment materiel management center (**RMMC**)
 regimental (**regt**)
 Regimental Artillery Group (**OPFOR**) (**RAG**)
 regimental landing team (**RLT**)
 regional accountable depot (**RAD**)
 Regional Air Priorities Control Office (**RAPCO**)
 Regional Civil Defense Coordination Boards (**RCDCB**)
 Regional Emergency Transportation Center (**RETC**)
 Regional Emergency Transportation Coordinator (**RETCO**)
 regional maintenance representative (**RMR**)
 Regional Preparedness Board (**RPB**)
 Regional Preparedness Committee (**RPC**)

regional priority program (**RPP**)
 Regional Resources Advisory Committee (**RRAC**)
 registered air parcel post (**RAPP**)
 registered publication issuing office (**RPIO**)
 registered publication mobile issuing office (**RPMIO**)
 Registered Student Nurse Program (**RSNP**)
 Register of Planned Emergency Producers (**RPEP**)
 regular (**reg**)
 Regular Army (**RA**)
 Regular Military Compensation (**RMC**)
 regular reenlistment bonus (**RRB**)
 regulate (**reg**)
 regulated (**reg**)
 regulating (**reg**)
 regulating station (**RS**)
 regulation (**reg**)
 rehabilitate (**rehab**)
 reinforcement training unit (**RTU**)
 relating to (**RLT**)
 relation (**rel**)
 relative (**rel**)
 relative biological effectiveness (**RBE**)
 release (**rel**)
 released (**rel**)
 released from active duty for training (**REFRADT**)
 released from annual training (**REFRAT**)
 release from active duty (**REFRAD**)
 release point (**ground traffic**) (**RP**)
 release suspension for issue and use of following lost (**RSIUFL**)
 release unit (**RU**)
 reliability, availability and maintainability (**RAM**)
 reliability, availability, maintainability, and durability (**RAM-D**)
 reliability improvement selected equipment (**RISE**)
 relief (**rel**)
 relieve (**rel**)
 relieved (**rel**)
 relieved from assigned (**RFA**)
 relieved from attached (**RFAT**)
 relieved from attached and assigned (**RFAA**)
 remain overnight (**RON**)
 remote antiarmor mine system (**RAAMS**)
 remote job entry (**RJE**)
 remote job output (**RJO**)
 remotely employed sensors (**REMS**)
 Remotely Monitored Battlefield Sensor System (**REMBASS**)
 remote radar integration station (**RRIS**)
 remote Sprint launch (**RSL**)
 render safe procedure (**RSP**)
 reorder point (**ROP**)
 Reorganization Objective Army Divisions (**ROAD**)
 Reorganization Objectives Army Division, Army, and Corps (**RODAC**)
 Reorganization of Combat Infantry Division (**ROCID**)
 repair (**rep**)
 repair cycle float (**RCF**)
 repair parts and special tools list (**RPSTL**)
 repair parts list (**RPL**)
 repairs and utilities (**R&U**)
 replacement factor (**RF**)
 replacement stream input (**RSI**)
 replacement training center (**RTC**)
 reply if negative (**REPIN**)
 Reportable Item Control Code (**RICC**)
 report corrective action taken (**REPCAT**)
 report identification number (**RIN**)
 Reporting Activity Control Card (**RACC**)
 report(**ing**) for duty (**REPDU**)
 reporting officer (**RO**)
 report(**ing**) to command (**RPC**)
 Report of Investigation (**ROI**)
 report of item discrepancy (**ROID**)
 report of survey (**RS**)
 reports control liaison office (**RCLO**)
 reports control officer (**RCO**)
 reports of shipments (**REPSHIPS**)
 represent (**rep**)
 representative (**rep**)
 represented (**rep**)
 Republic of Korea (**ROK**)
 Republic of Korea Army (**ROKA**)
 Republic of Korea Presidential Unit Citation Badge (**ROKPUC**)
 Republic of Panama (**ROP**)
 Republic of Vietnam Armed Forces Honor Medal, First Class(**RVNAFHMFC**)
 Republic of Vietnam Armed Forces Honor Medal, Second Class(**RVNAFHMSC**)
 Republic of Vietnam Civil Actions Medal, First Class (**RVNCAMFC**)
 Republic of Vietnam Civil Actions Medal, Second Class (**RVNCAMSC**)

Republic of Vietnam Civil Actions Medal, Unit Citation (**RVNCAMUC**)
 Republic of Vietnam Gallantry Cross, Unit Citation (**RVNGCUC**)
 request (**req**)
 request advise as to further action (**REQAFA**)
 request answer by (**date**) (**REQANS**)
 request authority to requisition (**REQAURQN**)
 request disposition instructions (**REQDI**)
 request following information be forwarded this office(**REQFOLINFO**)
 request for assistance (**RFA**)
 request for proposal (**RFP**)
 request for quotation (**RFQ**)
 request item be placed on back order (**REQIBO**)
 request shipping instructions (**REQSI**)
 request supply status and expected delivery date (**REQSSD**)
 request supply status of following (**REQSUPSTAFOL**)
 request tracer be initiated (**REQTRAC**)
 request unit of issue be changed to read (**REQUHRD**)
 required date (**RD**)
 required delivery date (**RDD**)
 required operational capability (**ROC**)
 required supply rate (**RSR**)
 requirement (**rqmt**)
 requirement control symbol (**RCS**)
 requirements type contract (**RTC**)
 requisition (**rqn**)
 requisition advice care (**RAC**)
 requisitioning objective (**RO**)
 requisition processing point (**RPP**)
 Research Analysis Corporation (**RAC**)
 Research Analysis Corporation Field Office, Europe (**RACFOE**)
 research and development (**R&D**)
 research and development electronic security (**R&DELSEC**)
 research and engineering (**RE**)
 Research and Technology Laboratories (**AVRADCOM**) (**RTL**)
 research, development, test, and evaluation (**RDTE**)
 rescue combat air patrol (**RESCAP**)
 Reserve and Guard Logistic Operations Streamline (**REGLOS**)
 Reserve Component Career Counselor (**RCCC**)
 Reserve Components (**RC**)
 Reserve Components Contingency Force (**RCCF**)
 Reserve Component Equipment Readiness Improvement Program (**RCERIP**)
 Reserve Components Program of the Army (**RPCA**)

Reserve Components Status Reporting (**RESTAT**)
 Reserve Components Troop Basis (**RCTB**)
 Reserve Components Troop Program (**RCTP**)
 reserve component unit (**RCU**)
 Reserve Forces Act (**RFA**)
 Reserve Forces Act of 1955, six months' trainee (**RFASIX**)
 reserve forces duty (**RFD**)
 reserve grade (**RG**)
 Reserve Indication of Mobilization (**RIMOB**)
 Reserve Officer Personnel Act (**ROPA**)
 Reserve Officers' Training Corps (**ROTC**)
 Reserve Officers' Training Corps Manual (**ROTCM**)
 Reserve Officers' Training Corps Region (**ROTCR**)
 Reserve Personnel, Army (**RPA**)
 Reserve Personnel Master File (**RPMF**)
 Reserve Reinforcement Processing Center (**RRPC**)
 reserve(s) (**res**)
 Reserve Storage Activity, Germersheim (**RSAG**)
 Reserve Storage Activity, Kaiserslautern (**RSAG**)
 Reserve Storage Activity, Luxembourg (**RSAL**)
 resident Army NIKE-X project engineer (**RANXPE**)
 resident Army SENSOCOM project engineer (**RASPE**)
 resident officer in charge (**ROIC**)
 resident officer in charge of construction (**ROICC**)
 Resource Evaluation and Management System (**REAMS**)
 resource management system (**RMS**)
 responsible property officer (**RESPO**)
 responsive automated materiel management (**RAMMS**)
 rest and recuperation (**R&R**)
 restoration of aircraft to combat effectivity (**RACE**)
 RESTRICTED DATA-Atomic Energy Act of 1954 (**RD**)
 RESTRICTED DATA-Atomic Energy Act of 1954 (**RESDAT**)
 restrictive fire area (**RFA**)
 restrictive fire line (**RFL**)
 Restructured Infantry Battalion System (**RIBS**)
 retained personnel (**RP**)
 Retired Serviceman's Family Protection Plan (**RSFPP**)
 retirement year ending (**RYE**)
 retransmitted (**rexmit**)
 retrorocket (**RR**)
 return from overseas (**ROS**)
 return of Army reparables (**ROAR**)
 return of forces to Germany (**REFORGER**)
 return to active duty (**RAD**)

return to base **(RTB)**
 return to duty **(RTD)**
 return to military control **(RMC)**
 return to proper station upon completion of TDY **(RPSCTDY)**
 reverse **(rvse)**
 review and analysis **(R&A)**
 revised program and budget guidance **(RPBG)**
 revolver **(rvlr)**
 rifleman **(rflmn)**
 rifle unqualified **(RUQ)**
 river assault groups **(RAGS)**
 Riverbank Army Ammunition Plant **(RBAAP)**
 road **(rd)**
 road space **(RS)**
 Rock Island Arsenal **(RIA)**
 rocket **(rkt)**
 rocket assisted take-off **(RATO)**
 rocket-assisted projectile **(RAP)**
 rocket launcher **(RL)**
 Rocky Mountain Arsenal **(RMA)**
 roentgen **(r)**
 roentgen equivalent man **(mammal) (REM)**
 roentgens per hour **(r/hr)**
 roll on/roll off **(RO/RO)**
 roll stabilization **(RS)**
 roster of exception **(ROE)**
 rotary wing **(RW)**
 rough order magnitude **(ROM)**
 rough terrain **(RT)**
 route order **(RO)**
 routing identifier code **(RIC)**
 Royal Air Force **(RAF)**
 Royal Australian Air Force **(RAAF)**
 Royal Canadian Air Force **(RCAF)**
 Royal Canadian Navy **(RCN)**
 Royal Thai Armed Forces **(RTAF)**
 Royal Thai Army **(RTA)**
 Rules of Engagement **(ROE)**
 runaway visual range **(RVR)**
3-19. "S" listings
 SACEUR scheduled program **(SSP)**
 SACLANT Antisubmarine Warfare Research Center
(SACLANTCEN)
 SACLANT Representative in Europe **(SACLANTREPEUR)**

Sacramento Army Depot **(SAAD)**
 SAC strike route information book **(SRIB)**
 SAFEGUARD Communications Program Management Office
(SAFCPMO)
 SAFEGUARD Communications Program Manager **(SAFCPM)**
 SAFEGUARD data processing laboratory **(SDPL)**
 SAFEGUARD integrated logistics support plan **(SILSP)**
 SAFEGUARD Inventory Control Center **(SICC)**
 SAFEGUARD maintenance and reporting analysis system
(SMRAS)
 SAFEGUARD management information system **(SMIS)**
 SAFEGUARD management information system operating program
(SMISOP)
 SAFEGUARD public affairs coordinating committee **(SAFPACC)**
 SAFEGUARD readiness posture **(SRP)**
 SAFEGUARD System Configuration Control Board **(SSCCB)**
 SAFEGUARD system design release schedule **(SSDRS)**
 SAFEGUARD system management communications network
 program **(SSMCNP)**
 SAFEGUARD tactical communications plan **(SAFTCP)**
 SAFEGUARD tactical communications system **(SAFTCS)**
 SAFEGUARD tactical field force **(STFF)**
 SAFEGUARD test and evaluation program **(STEP)**
 SAFEGUARD transportation system **(SAFTRANS)**
 safety and arming device **(SAD)**
 safety level **(SL)**
 safety/security officer **(SSO)**
 salvage **(salv)**
 Salvage Diver Badge **(SALVDIVB)**
 salvage dives **(SALVDV)**
 sanitation inspector **(SANINSP)**
 satellite communication(s) **(SATCOM)**
 satellite condition **(SATCON)**
 satellite intercept system **(SIS)**
 satellite navigation **(SATNAV)**
 satisfactory **(sat)**
 Savanna Army Depot Activity **(SVADA)**
 Scenario-oriented Recurring Evaluation System **(SCORES)**
 schedule **(scd)**
 Schenectady Army Depot **(SCAD)**
 Scholastic Aptitude Test **(SAT)**
 school year **(SY)**
 scientific and engineering personnel **(SEP)**
 scientific and technical information **(STINFO)**
 scientific and technical information team **(STIT)**

Scientific and Technical Information Team, Europe (**STIT-EUR**)

scientific and technical intelligence (**S&TI**)

Scientific Estimates Committee (**SEC**)

Scranton Army Ammunition Plant (**SAAP**)

Scuba Diver Badge (**SCUBADIV**)

sea-air-land team (**SEAL (Navy)**)

sea-based antiballistic missile intercept system (**SABMIS**)

sea-launched ballistic missile (**SLBM**)

sea-launched cruise missile (**SLCM**)

sealed authentication system (**SAS**)

search and destroy (**S&D**)

search and rescue (**SAR**)

Seattle Army Terminal Detachment (**SATD**)

secondary/additional military occupational specialty code (**SMOSC**)

secondary military occupational specialty (**SMOS**)

secondary next of kin (**SNOK**)

secondary target (**STGT**)

Second Class Diver Badge (**SCDIVBAD**)

second lieutenant (**2LT or 2d Lt**)

secretary (**secy**)

Secretary of Defense (**SECDEF**)

Secretary of the Air Force (**SAF**)

Secretary of the Army (**SA**)

Secretary of the General Staff (**SGS**)

Secretary of the Navy (**SECNAV**)

section (**sec**)

secure voice access console (**SEVAC**)

secure voice access systems (**SEVAS**)

security (**scty**)

security assistance team (**SAT**)

security classification control officer (**SCCO**)

security classification procedure (**SCP**)

security clearance case files (**SCCF**)

security container system (**SCS**)

security control of air traffic (**SCAT**)

Security Control of Air Traffic and Air Navigational Aids(**SCATANA**)

security control point (**SCPT**)

security program manager (**SPM**)

security test and evaluation (**ST&E**)

Selectadata equipment (**SELD**)

Select Committee (**SELCOM**)

selected acquisition report (**SAR**)

selected enlisted personnel for overseas service (**SEPOS**)

selected item management system (**SIMS**)

selected items status report (**SISR**)

selected nonpriority list item(s) (**SNPRI**)

selected reserve force (**SRF**)

selection board (**SB**)

selective identification feature (**used with IFF**)(**SIF**)

selective prepositioning of materiel configured to unit sets(**SPOMCUS**)

selective reenlistment bonus (**SRB**)

Selective Service (**SSVC**)

self-contained underwater breathing apparatus (**SCUBA**)

self-inflicted wounds (**SIW**)

self-propelled (**SP**)

self-propelled mount (**SPM**)

self-service supply centers (**SSSC**)

semiannual inventory report (**SAIR**)

semiarmor piercing (**SAP**)

semiautomatic ground environment (**SAGE**)

Senate Appropriations Committee (**SAC**)

Senate Armed Services Committee (**SASC**)

Seneca Army Depot (**SEAD**)

Senior Aircraft Crewman Badge (**SRACCMB**)

Senior Army Advisor (**SRAA**)

Senior Army Advisor, Army National Guard (**SRAAG**)

Senior Army Advisor, United States Army Reserve (**SRAAR**)

senior Army aviator (**SRARAV**)

Senior Army Aviator Badge (**SRARAVB**)

Senior Explosive Ordnance Disposal Badge (**SREODB**)

Senior Army Instructor (**SAI**)

senior enlisted bachelor quarters (**SEBQ**)

senior flight surgeon (**SFS**)

Senior Flight Surgeon Badge (**SRFLSBAD**)

senior interdepartmental group (**SIG**)

senior officers materiel review board (**SOMRB**)

senior officer present afloat (**SOPA**)

Senior Parachutist Badge (**SRPRCHTB**)

Senior Reserve Officers' Training Corps (**SROTC**)

senior service college (**SSC**)

Senior United States Military Observer Palestine (**SUSMOP**)

sensitive compartment information (**SCI**)

sensitivity time control (**STC**)

separate rations (**SR**)

separation processing (**SEPROS**)

separation program designator (**SPD**)

sequential collation of ranges (**SECOR**)
 sergeant (**SGT**)
 sergeant first class (**SFC**)
 sergeant major (**SGM**)
 Sergeant Major of the Army (**SMA**)
 serial number (**SN**)
 serious incident report (**SIR**)
 seriously ill (**SI**)
 seriously ill list (**SIL**)
 seriously wounded in action (**SWA**)
 service (**svc**)
 service benefit plan (**SBP**)
 Service cryptologic agencies (**SCA**)
 serviced (**svc**)
 Service Educational Activities (**SEA**)
 service life extension program (**SLEP**)
 service member (**SM**)
 Servicemembers Opportunity College Associate Degree (**SOCAD**)
 Servicemen's Group Life Insurance (**SGLI**)
 service number (**SN**)
 service record (**SR**)
 service record and allied papers (**SRAP**)
 service storage facility (**SSF**)
 service test (**ST**)
 servicing (**svc**)
 Seventh Army Nuclear Release Authentication System (**NRAS**)
 Sharpshooter Qualification Badge (**SpS Qual Bad**)
 Sharpe Army Depot (**SHAD**)
 shelf life item (**SLI**)
 shelling report (**SHELREP**)
 SHILLELAGH (**SHIL**)
 ship-based antiballistic missile system (**SABMIS**)
 ship immediately (**SHIPIM**)
 shipment detail card (**SDC**)
 shipment order (**SO**)
 shipment request (**SR**)
 Shipment Status System (**STATEM**)
 ship on depot transfer order (**SHIPDTO**)
 shipper service control office (**SSCO**)
 shipping data (**SHIPDA**)
 shipping order (**SHIPGO**)
 ship radio authorization (**SRA**)
 ship regular freight (**SHRF**)
 ships parts control center (**SPCC**)
 ship to apply on requisition (**SHIPREQ**)
 ship to arrive not later than (**SHIPTARBY**)
 shore fire control party (**SFCP**)
 shore party (**SP**)
 shore police (**SP**)
 short-notice annual practice (**SNAP**)
 short-range air defense (**SHORAD**)
 short-range attack missile (**SRAM**)
 short takeoff and landing (**STOL**)
 short ton (**STON**)
 short tour (**ST**)
 short wheelbase (**SWB**)
 shoulder sleeve insignia (**SSI**)
 side-lobe cancellation (**SLC**)
 side-lobe suppression (**radar**) (**SLS**)
 side-looking airborne radar (**SLAR**)
 SIDPERS authorized strength file (**SASF**)
 SIDPERS organization master file (**SOMF**)
 SIDPERS personnel file (**SPF**)
 Sierra Army Depot (**SIAD**)
 SIGINT operations readiness review (**SORR**)
 SIGINT support element/electronic warfare element (**SSE/EWE**)
 signal (**sig**)
 signal center (**SIGCEN**)
 Signal Command Management System (**SCMS**)
 Signal Corps (**SC**)
 signal information and monitoring (**SIAM**)
 signaller (**sig**)
 signalman(**men**) (**sig**)
 signal officer (**SigO**)
 signal operation instructions (**SOI**)
 signal property office (**SPO**)
 signals intelligence (**SIGINT**)
 signals security (**SIGSEC**)
 signal security element (**SSE**)
 silver (**sil**)
 Silver Life-Saving Medal (**SLM**)
 Silver Star (**SS**)
 simplified user logistics (**SUL**)
 simulation and gaming methods for analysis of logistics(**SIGMALOG**)
 simultaneous (**simul**)
 Simultaneous Membership Program (**SMP**)
 single burst probability of hit (**SBPH**)

single department purchasing (**agency**) (**SDP**)
 single integrated operational plan (**SIOP**)
 single manager operating agency (**SMOA**)
 Single Passenger Reservation System (**SPRS**)
 single program element funding (**SPEF**)
 single side band (**SSB**)
 single-shot kill probability (**SSKP**)
 single-shot probability (**SSP**)
 site acceptance evaluation (**SAE**)
 site acceptance review (**SAR**)
 site acceptance test (**SAT**)
 site activation commander (**SACMDR**)
 site defense (**SD**)
 Site Defense Project Office (**SDPO**)
 site field force (**SFF**)
 site information generation and material accountability plan(**SIGMA**)
 situate (**sit**)
 situation (**sit**)
 situation report (**SITREP**)
 skill development base (**SDB**)
 skill performance aid (**SPA**)
 skill qualification score (**SQS**)
 skill qualification test (**SQT**)
 small arms (**SA**)
 small arms ammunition (**SAA**)
 small arms weapons system (**SAWS**)
 Small Business and Economic Utilization Advisor (**SBEUA**)
 small development requirements (**SDR**)
 Social Security Administration (**SSA**)
 social security number (**SSN**)
 Society of Automotive Engineers (**SAE**)
 soldier's manual (**SM**)
 Soldier's Medal (**SM**)
 sonar countermeasures and deception (**SONCM**)
 sound and flash (**SF**)
 sound locator (**SL**)
 sound ranging (**SORNG**)
 sound ranging control (**SORC**)
 sound surveillance systems (**SOSUS**)
 source data automation (**SDA**)
 source data automation system (**SDAS**)
 source selection advisory council (**SSAC**)
 source selection authority (**SSA**)

source selection evaluation board (**SSEB**)
 southeast (**SE**)
 Southeast Asia (**SEA**)
 Southeast Asia Telecommunications System (**SEATELCOM**)
 Southern Air Materiel Area, Pacific (**SAMAP**)
 Southern Area Command (**SACOM**)
 Southern Command Network (**SCN**)
 Southern European Atomic Task Force (**SEATAF**)
 Southern European Broadcasting Service (**SEB**)
 Southern European Task Force (**SETAF**)
 south-southeast (**SSE**)
 south-southwest (**SSW**)
 southwest (**SW**)
 space available mail (**SAM**)
 space control (**SPACON**)
 space defense center (**SDC**)
 space detection and tracking system (**SPADATS**)
 space surveillance system (**SPASUR**)
 spark ignition (**SI**)
 Spartan guidance computer (**SGC**)
 Spartan improved performance study (**SIPS**)
 Special Action Force (**SAF**)
 special active duty for training (**SADT**)
 special airlift requirement document (**SARD**)
 special air mission (**SAM**)
 special ammunition load (**SAL**)
 special ammunition stockage (**SAS**)
 special ammunition supply point (**SASP**)
 Special Ammunition Support Command (**SASCOM**)
 Special Army Evaluation Board (**SAEB**)
 special assignment airlift mission (**SAAM**)
 Special Assistant for Arms Control (**SAAC**)
 Special Assistant for Counterinsurgency and Special Activities(**SACSA**)
 Special Assistant for Military Assistance Affairs (**SAMAA**)
 Special Assistant for Strategic Mobility (**SASM**)
 special atomic demolition munitions (**SADM**)
 special category (**SPECAT**)
 special committee on compromising emanations (**SCOCE**)
 special contingency stockfile (**SCS**)
 special court-martial (**SPCM**)
 special court-martial order (**SPCMO**)
 special criteria for retrograde of Army materiel (**SCRAM**)
 Special Defense Acquisition Fund (**SDAF**)

special duty (SD)
 special duty only (SDO)
 special electrical devices (SED)
 special equipment vehicle (SEV)
 special explosive ordnance disposal supplies and equipment (SEODSE)
 Special Forces (SF)
 special forces group (SFG)
 Special Forces Operational Base (SFOB)
 Special Forces Operational Detachment (SFOD)
 Special Forces Tab (SFTab)
 special foreign activities (SFA)
 special intelligence (SI)
 special interest item code (SIIC)
 specialists 4, 5, 6, and 7 (SP4,5,6,&7)
 specialized repair activity (SRA)
 specialized support depot (SSD)
 specialized surplus sales office (SSSO)
 special military construction study group (SMCSG)
 special money requisition (SMR)
 Special National Intelligence Estimates (SNIES)
 special open allotment (SOA)
 special operating agency (SOA)
 Special Operating Forces, Pacific (SOFPAC)
 special operations command (SPCOM)
 special operations communications elements (SOCSE)
 special operations detachment (SOD)
 special operations support element (SOSE)
 special operations task force (SOTF)
 special orders (SO)
 special pay for duty subject to hostile fire (HFP)
 special purpose individual weapon (SPIW)
 special purpose vehicles (SPV)
 special qualifications identifiers (SQI)
 special regulations (SR)
 Special Reserve Components Program (SRCP)
 special services (SPS)
 special text (ST)
 specialty skill identifier (SSI)
 special warfare (SPWAR)
 special warfare mission (SWM)
 special weapon (SW)
 special weapons operation center (SWOC)
 special weapons supply memorandum (SWSM)
 special weapons technical instructions (SWTI)
 special working party (SWP)
 specification (spec)
 specification serial number (SSN)
 specific intelligence collection requirement (SICR)
 specific operational requirement (SOR)
 Specified Command Middle East (SPECOMME)
 specified strike zone (SSZ)
 speedball up-range launch facility (SULF)
 speed of advance (SOA)
 splash detection radar (SDR)
 Sprint early missile test radar (SEMTR)
 Sprint electromagnetic radiation evaluation (SEMRE)
 Sprint missile engineering/service course (SME/SC)
 Sprint missile electromagnetic radiation evaluation (SMERE)
 Sprint operations shelter (SOS)
 squad leader (SL)
 squadron (sqdn)
 stable local oscillator (STALO)
 staff administrative assistant (SAA)
 staff administrative specialist (SAS)
 Staff Civilian Personnel Division, Office, Chief of Staff (SCPD, OCSA)
 Staff Communications Division, Office of the Chief of Staff, Army (SCD, OCSA)
 staff duty noncommissioned officer (SDNCO)
 staff duty officer (SDO)
 staffing guides (Department of the Army) (STFG)
 staff judge advocate (SJA)
 Staff Management Division, Office of the Chief of Staff, Army (SMD, OCSA)
 staff sergeant (SSG)
 staff specialist (SS)
 staff supply assistant (SSA)
 staff training assistant (STA)
 staff weather officer (SWO)
 standard (std)
 Standard Army Ammunition System (SAAS)
 Standard Army COM (STACOM)
 Standard Army Intermediate Level Supply Subsystem (SAILS)
 Standard Army Logistics System (SALS)
 Standard Army Maintenance System/Sample Method Survey (for family housing requirements) (SAMS)
 standard Army management language (SAML)
 Standard Army Publications System (STARPUBS)

Standard Army Supply System (**SASS**)
 standard classification list (**SCL**)
 standard commodity classification (**SCC**)
 Standard Configuration and Modification Program (**SCAMP**)
 Standard Corps-Army-MACOM Personnel System (**SCAMPERS**)
 standard data element (**SDE**)
 standard delivery date (**SDD**)
 standard equipment nomenclature list (**SENL**)
 Standard Financial System (**STANFINS**)
 standard form (**SF**)
 standard inspection procedure (**SIP**)
 Standard Installation/Division Personnel System (**SIDPERS**)
 standard instrument approach procedure (**SIAP**)
 standard instrument departure (**SID**)
 Standard Integrated Supply/Transportation Manifest System (**SISTMS**)
 Standard Integrated Support Management System (**SISMS**)
 Standardization Agreement (**STANAG**)
 Standardization Field Panel for Artillery and Naval Gunfire Support (**SFP-ANGS**)
 Standardization instructor pilot (**SIP**)
 Standardization of Certain Aspects of Operations and Logistics(**SOLOG**)
 Standardized Government Travel Regulations (**SGTR**)
 standard line item number (**SLIN**)
 standard name line (**SNL**)
 standard nomenclature list (**SNL**)
 standard requirement code (**SRC**)
 standards of grade authorization (**SGA**)
 Standard Study Numbering System (**SSNS**)
 standard supply system (**SSS**)
 standard system applications (**SSA**)
 standard terminal arrival route (**STAR**)
 standby (**stby**)
 standby request for information (**SRI**)
 standing (**std**)
 Standing Administrative Instruction for Army Attaches (**STADIN**)
 standing operating procedure (**SOP**)
 standing route order (**SRO**)
 standing signal instructions (**SSI**)
 Stanford Research Institute (**SRI**)
 start point (**SP**)
 state and Regional Defense Airlift (**SARDA**)
 State, Defense Liaison Office (**SDLO**)
 statement of inventory transaction (**SIT**)

statement of personal history (**SPH**)
 statement of service (**SOS**)
 statement of work (**SOW**)
 State of Vietnam Ribbon of Friendship (**Presidential Unit Commendation**) (**SOVNROF**)
 station (**sta**)
 station housing allowance (**SHA**)
 statistic (**stat**)
 stationing capability system (**SCS**)
 statistical clearance liaison officer (**SCLO**)
 statistical control office (**SCO**)
 statistical, sampling inventory method (**SSIM**)
 status (**sta**)
 status of equipment (**SOE**)
 Status of Forces Agreement (**SOFA**)
 status of logistics offensive (**SOLO**)
 stenographer (**steno**)
 St. Louis Army Ammunition Plant (**SLAAP**)
 stockage list (**STL**)
 stockage list code (**SLC**)
 stockage list item(s) (**STLI**)
 stockage objectives (**SO**)
 stock fund (**STKF**)
 stock fund accounting (**STKFA**)
 stock fund statement (**STKFS**)
 stock management report (**SMR**)
 stockpile to target sequence (**STS**)
 store block control journal (**SBCJ**)
 storage location (**SL**)
 STRAF readiness improvement program (**STRAFIP**)
 straggler line (**STRAGL**)
 STRATCOM Program Automated Data System (**SPADS**)
 Strategic Air Command (**SAC**)
 Strategic Air Command Control System (**SACCS**)
 strategic and critical raw material (**S&C**)
 Strategic Army Communications System (**STARCOM**)
 strategic base air defense (**STRABAD**)
 strategic defensive forces (**SDF**)
 strategic intelligence digests (**SID**)
 strategic mobility work project (**SMWP**)
 strategic nuclear delivery vehicles (**SNDV**)
 strategic offensive forces (**SOF**)
 strategic posture analysis (**SPA**)
 Strategic Sealift Contingency Planning system (**SEACOP**)

Strategic Studies Advisory Group (**SSAG**)

stratosphere (**strato**)

strike attack (**SATK**)

Striking Fleet Atlantic (**STRIKFLTANT**)

structure and composition system (**SACS**)

student (**stu**)

study advisory group (**SAG**)

study item number (**SIN**)

Study of Army Test and Evaluation (**SATE**)

Study of Management Information Systems Support (**SOMISS**)

Study to Assess and Validate Essential Reports (**SAVER**)

subarea petroleum office (**SAPO**)

subcaliber training device (**SCTD**)

subject (**subj**)

subject as above (**SAB**)

submarine (**sub**)

Subsistence Operations Review Board (**SORB**)

substitute (**sub**)

substitutes not desired (**SUBNO**)

substitution acceptable (**SUBOK**)

subversion (**subv**)

Subversion and Espionage Directed Against US Army and Deliberate Security Violations (**SAEDA**)

suggest (**sug**)

summary accounting for low-dollar turnover items (**SALTI**)

summary activity account (**SAA**)

summary cost account (**SCA**)

summary court-martial (**SCM**)

summary court-martial order (**SCMO**)

Sunflower Army Ammunition Plant (**SFAAP**)

super high frequency (**SHF**)

supersonic low-altitude missile (**SLAM**)

supervise (**supv**)

supervisor (**supv**)

supplement (**suppl**)

supplementary intelligence report (**SUPINTREP**)

supplementary quality assurance provisions (**SQAP**)

supply administration center (**SAC**)

supply and equipment report (**SEPORT**)

supply and maintenance (**S&M**)

supply and maintenance plan and report (**SMPR**)

supply and service (**S&S**)

supply and transport (**S&T**)

supply bulletin (**SB**)

supply catalog (**SC**)

supply control center (**SCC**)

supply demand control point (**SDCP**)

Supply, Maintenance, and Readiness Management Information System (**an element of LOGMIS**) (**SMR/MIS**)

supply manual (**SM**)

supply officer (**U.S. Army**) (**S4**)

supply point (**SUPPT**)

supply status code (**SSC**)

supply support activity (**SSA**)

supply support arrangements (**SSA**)

supply support request (**SSR**)

support command (**SUPCOM**)

supporting arms coordination center (**SACC**)

supporting research (**SR**)

Support Operations Task Force, Europe (**SOTFE**)

Support Plan to Continuity of Operations Plan (**SCOOP**)

suppression of enemy air defense (**SEAD**)

supreme allied commander (**SAC**)

Supreme Allied Commander Atlantic (**SACLANT**)

Supreme Allied Commander Europe (**SACEUR**)

Supreme Headquarters Allied Powers Europe (**SHAPE**)

Surface Export Cargo System (**SURS**)

surface-launched fuel-air explosives (**SLUFAE**)

surface-to-air missile (**SAM**)

surface-to-air missile development (**SAM-D**)

surface-to-surface missile (**SSM**)

surface-to-surface mission (**SSMSN**)

surface-to-underwater missile (**SUM**)

surgeon general (**SG**)

surveillance and maintenance (**SURVM**)

surveillance and target acquisition aircraft system (**STAAS**)

surveillance helicopter company (**SHC**)

surveillance, target acquisition, and night observation (**STANO**)

survey control point (**SCP**)

survey information center (**SIC**)

survival, evasion, resistance and escape (**SERE**)

survivor's assistance officer (**SAO**)

suspend (**susp**)

sustained superior performance (**SSP**)

sustained support increment (**SSI**)

switchboard (**swbd**)

switching central (**SWCENT**)

synchro-mechanism (**sync**)

synchronize (**sync**)
synthetic flight training systems (**SFTS**)
system (**sys**)
system change request (**SCR**)
system definition directive (**SDD**)
system demonstration (**SD**)
system development plan (**SDP**)
system effectiveness (**SE**)
system for automation of materiel plan (**SAMPAN**)
system for automation of materiel plans for Army materiel(**SAMPAM**)
system for automation of materiel plan for Army materiel/budget(**SAMBUD**)
system for estimating wartime attrition and replacement requirements (**SYMWAR**)
system manager (**SM**)
system package program (**SPP**)
system program review (**SPR**)
system security control officer (**SSCO**)
system security manager (**SSM**)
systems consolidation of accessions and trainees (**SCAT**)
systems control (**SYSCON**)
systems for nuclear auxiliary power (**SNAP**)
systems implementation plan (**SIP**)
systems program office (**SPO**)
system status evaluation (**SSE**)
systems test and evaluation plan (**SYSTEP**)
system support manager (**SSM**)
systems training program exercise (**STPX**)
system wide project for electronic equipment at depots (**SPEED**)
systems wide project for electronic equipment at depots extended(**SPEDEX**)

3-20. "T" listings

table of allowances (**TA**)
table(s) of distribution (**TD**)
table of distribution and allowances (**TDA**)
table(s) of organization and equipment (**TOE**)
tabular firing tables (**TFT**)
tabulate (**tab**)
tactic (**tac**)
tactical (**tac**)
tactical air (**TACAIR**)
Tactical Air Command (**TAC**)
tactical air control center (**TACC**)
tactical air control group (**TACG**)

tactical air control party (**TACP**)
tactical air control squadron (**TACRON**)
tactical air control system (**TACS**)
tactical air coordinator, airborne (**TACA**)
tactical air direction (**TAD**)
tactical air direction center (**TADC**)
tactical air force (**TAF**)
tactical air navigation (**TACAN**)
tactical air reconnaissance and aerial battlefield surveillance(**TARABS**)
tactical air support element (**TASE**)
tactical air support section (**TASS**)
tactical area of responsibility (**TAOR**)
tactical area positioning system (**TAPS**)
Tactical Army COM (**TACOM**)
Tactical Army Combat Service Support (**CSS**)
Computer System(**TACCS**)
tactical automatic digital switch (**TADS**)
tactical automatic switch (**TAS**)
tactical ballistic missile (**TBM**)
tactical command and control procedures standardization working group (**TCCPSWG**)
tactical commander's terrain analysis (**TACCTA**)
tactical communications (**TACOMM**)
tactical control officer (**TCO**)
Tactical Director (**TD**)
tactical effectiveness of weapons systems (**TEWS**)
tactical effectiveness testing antitank missiles (**TETAM**)
tactical exercise without troops (**TEWT**)
tactical fire direction center (**TACFDC**)
tactical fire direction system (**TACFIRE**)
tactical imagery interpretation facility (**TIIF**)
tactical-logistical group (**TACLOG**)
tactical mid-range air defense program (**TAMIRAD**)
tactical multifunction array radar (**TACMAR**)
tactical operations center (**TOC**)
tactical operations system (**TOS**)
tactical satellite communications (**TACSATCOM**)
tactical special security office (**TASSO**)
tactical standing operating procedure (**TSOP**)
tactical support equipment (**TSE**)
Tactical Vehicle Review Board (**TVRB**)
tactical warfare center (**TAWS**)
tactical weather station (**TWS**)
tactical zone (**TZ**)

tactics (**tac**)

tailored master cross-reference list (**TMCRL**)

Taiwan Maintenance Agency (**TMA**)

talleyman (**tlymn**)

tank-antitank/assault weapons requirements study (**TATAWS**)

tank gunnery and missile tracking system (**TGMTS**)

tank recovery vehicle (**TRV**)

tank transporter (**TKTRANSR**)

target (**tgt**)

target acquisition battalion (**TAB**)

target area (**TA**)

target data inventory (**TDI**)

target director post (**TDP**)

target exploitation (**TAREX**)

target intercept computer (**TIC**)

target location error (**TLE**)

target ranging radar (**TRR**)

target reference point (**TRP**)

target resolution discrimination experiment (**TRADEX**)

target tracking radar (**TTR**)

Task and Skill Analysis (**TASA**)

task force (**TF**)

task group (**TG**)

task unit (**TU**)

TDA Mobilization Troop Basis (**TDAMTB**)

TD Mobilization Troop Basis (**TDMTB**)

team leader (**TL**)

technical (**tech**)

technical action request (**TAR**)

technical bulletin (**TB**)

technical characteristics (**TC**)

technical data package (**TDP**)

technical data package list (**TDPL**)

technical inspection (**TI**)

technical intelligence (**TI**)

technical liaison officer (**TLO**)

technical logistics data (**TLD**)

technical logistics data and information (**TLDI**)

technical manual (**TM**)

technical manual parts (**TMP**)

technical missions, structures, and career development (**TECSTAR**)

technical order (**TO**)

technical order compliance (**TOC**)

technical proficiency inspection (**TPI**)

technical publication (**TP**)

technical requirement (**TECR**)

Technical Service Career Development Program (**TSCDP**)

technical service intelligence team (**TSIT**)

technical standardization inspection (**TSI**)

technical test (**TT**)

technician (**tech**)

telecommunications (**telecom**)

telecommunications program objective (**TPO**)

telecommunications security (**TSEC**)

Teledate equipment (**TELD**)

telephone conference (**VOICECON**)

telephone conversation (**FONECON**)

teleprocessing (**TP**)

teletypewriter (**tt**)

teletypewriter conference (**TELECON**)

teletypewriter control unit (**TTCU**)

teletypewriter exchange (**commercial**) (**TWX**)

television (**TV**)

television interference (**TVI**)

temporary (**temp**)

temporary additional duty (**TAD**)

temporary appointment pending establishment of register (**TAPER**)

temporary change of station (**TCS**)

temporary disability retired list (**TDRL**)

temporary duty (**TDY**)

temporary duty pending further orders (**TDPFO**)

temporary expedient equipment list (**TEEL**)

temporary identification number (**TIN**)

temporary lodging allowance (**TLA**)

tentative basis of issue (**TBOI**)

tentative specific operational requirements (**TSOR**)

Ten Year Device (**XYrDev**)

terminal area security officer (**TASO**)

terminal ballistic missile defense (**TBMD**)

terminal bomber defense (**TBD**)

terminal control area (**TCA**)

terminal digit fitting system (**TDFS**)

terminal instrument procedures (**TERPS**)

Terminal Management System (**TERMS**)

terminal service (**TS**)

terminal transportation unit (**TTU**)

terminal VHF omnidirectional range (**TVOR**)

termination contracting officer (**TCO**)

term of enlistment **(TOE)**
term of induction **(TOI)**
term of service **(TOS)**
terms of agreement **(TOA)**
terms of reference **(TOR)**
terrain avoidance radar **(TAR)**
terrestrial environmental services **(TERENV SVC)**
Test Command Defense Nuclear Agency **(TESTCOMDNA)**
test control officer **(TCO)**
test design plan **(TDP)**
test, evaluation, analysis, and management uniformity plan **(TEAMUP)**
Test Integration Working Group **(TIWG)**
test, measurement, and diagnostic equipment **(TMDE)**
test report **(TR)**
Test Schedule and Review Committee **(TSARC)**
The Adjutant General **(TAG)**
The Adjutant General's Office **(TAGO)**
the administrative support theater Army **(TASTA)**
The Army Ammunition Reporting System **(TAARS)**
The Army Authorization Documents System **(TAADS)**
The Army Functional Files System **(TAFFS)**
The Army Logistics System Master Plan **(LOGMAP)**
The Army Maintenance Management System **(TAMMS)**
the Army National Guard and the Air National Guard **(NG)**
The Army Operations Center **(TAOC)**
The Army Operations Center System **(TARMOCS)**
The Army Portion of Force Status and Identity Report **(FORSTAT)(TAPFOR)**
The Army Research Council **(TARC)(The) Army Staff (TAS)**
The Army Studies Program **(TASP)**
The Army Study System **(TASS)**
The Army Supply and Maintenance System **(TASAMS)**
The Assistant Judge Advocate General **(TAJAG)**
theater Army **(TA)**
Theater Army Air Defense Command **(TAADCOM)**
Theater Army Area Command **(TAACOM)**
theater Army civil affairs command **(TACAC)**
theater Army communications system **(TACS)**
theater Army headquarters **(TAHQ)**
theater Army logistical command **(TALOG)**
theater Army replacement and training command **(TARTC)**
theater Army replacement command **(TARC)**
theater Army replacement system **(TARS)**
theater authorized consumption list **(TACL)**
theater authorized stockage list **(TASL)**
theater COMSEC logistic support center **(TCLSC)**
theater headquarters **(THQ)**
theater inventory control point **(TICP)**
theater joint air defense command **(TJADC)**
theater joint operations center **(TJOC)**
Theater Materiel Management Center **(TMMC)**
Theater Movement Control Center **(TMCC)**
theater of operations **(TO)**
Theater of Operations Command **(TOC)**
Theater-Oriented Depot Complex **(TODC)**
theater shipping document **(TSD)**
theater-type mobilization corps force capabilities **(TTMCFC)**
theater-type mobilization corps force objective **(TIMCFO)**
The Automated Army Budget System **(TAABS)**
The Inspector General **(TIG)**
The Institute of Heraldry, United States Army **(TIOH, USA)**
The intelligence collection function which uses human beings as both sources and collectors **(HUMINT)**
The Judge Advocate General **(TJAG)**
The Judge Advocate General Automated Army Legal System **(TAALS)**
The Judge Advocate General's School, United States Army **(TJAGSA)**
The numbered armies in the continental United States **(CONUSA)**
The numbered armies in the continental United States and the United States Army Military District of Washington **(CONUSAMDW)**
The Officer Personnel System, The Army Reserve **(TOPSTAR)**
The Provost Marshal General **(TPMG)**
thermonuclear **(TN)**
The Secretary, United States Delegation UN Staff Committee **(USSECMILCOMUN)**
The Surgeon General **(TSG)**
The Technical Cooperation Committee **(TTCC)**
The Technical Cooperation Program **(TTCP)**
The United States Army Band **(TUSAB)**
The United States Army Chorus **(TUSAC)**
The United States Logistics Group **(TUSLOG)**
thin layer chromatography **(TLC)**
threshold limit values **(TLV)**
through bill of lading **(TBL)**
through Government bill of lading **(TGBL)**
time and attendance **(card or record) (TA)**
time distance **(TDIS)**

time division multiplexing (**TDM**)

timeframe (**tf**)

time in grade (**TIMIG**)

time interval (**TIMINT**)

time lengths (**TL**)

time of arrival (**TOA**)

time of delivery (**TOD**)

time of filing (**TOF**)

time of receipt (**TOR**)

time of transmission (**TOT**)

time on target (**artillery support**) (**TOT**)

time over target (**air support**) (**TOT**)

Time-Phased Force Deployment Data (**TPFDD**)

time-phased transportation requirements list (**TPTRL**)

to be activated (**TBA**)

to be announced (**TBAN**)

to be determined (**TBD**)

to be inactivated (**TBI**)

Tobyhanna Army Depot (**TOAD**)

TOE Manpower Authorization Standards and Criteria (**MACRIT**)

TOE Mobilization Troop Basis, Annex VII to the Department of the Army Mobilization Planning and Programming Guidance Document(**TOEMTB**)

Tomb of the Unknown Soldier Identification Badge (**TUSIDBAD**)

Tooele Army Depot (**TEAD**)

topographic (**topo**)

topographic map inventory control point (**TMICP**)

topography (**topo**)

TOP SECRET (**TS**)

TOP SECRET control office(**r**) (**TSCO**)

torpedo (**torp**)

torpedo countermeasures and deception (**TORPCM**)

total active Federal commissioned service to date (**TAFCS****D**)

total active Federal military service to date (**TAFMSD**)

total Army analysis (**TAA**)

Total Army Equipment Distribution Program (**TAEDP**)

total disability income provisions (**TDIP**)

total Federal commissioned service to date (**TFCS****D**)

Total Federal Officer Service (**TFOS**)

total forfeiture (**TF**)

total loss of pay (**TLP**)

total material assets (**TMA**)

total materiel objective (**TMO**)

total materiel procurement objective (**TMPO**)

total materiel requirement (**TMR**)

total military service to date (**TMSD**)

total obligational authority (**TOA**)

total operational flying duty credit (**TOFDC**)

total package procurement (**TPP**)

total yield (**TY**)

trace to destination and advise (**TRADAD**)

tracked vehicle (**TRVEH**)

tradeoff analysis (**TOA**)

tradeoff determination (**TOD**)

traffic control point (**TCP**)

traffic control post (**TCP**)

traffic regulation point (**TRP**)

trainees, transients, patients, and students program (**TTP&S**)

training (**tng**)

Training Aids Management Agency (**TAMA**)

training aids management office (**TAMO**)

training and audiovisual support center (**TASC**)

training and audiovisual support officer (**TASO**)

training and retention as permanent party (**TRAPP**)

training center (**TC**)

training circular (**TC**)

training device letter requirement (**TDLR**)

training device requirement (**TDR**)

training equipment development (**TED**)

Training Extension Course (**TEC**)

training film (**TF**)

training literature (**TNGLIT**)

training with industry (**TWI**)

trajectory (**tj**)

trajectory chart (**TJC**)

trajectory diagram (**TJD**)

transaction code (**TC**)

transactions by others (**TBO**)

transactions for others (**TFO**)

transceiver (**tcr**)

transfer (**trf**)

trans-hydro (**T-H**)

transient (**tran**)

transient installation confinement facility (**TICF**)

transient radiation effect on electronics (**TREE**)

transistor (**xstr**)

transit storage (**TS**)

transmission (**xmsn**)

transmit (**xmit**)
transmitter (**xmtr**)
transmitter distributor (**TD**)
transport (**trans**)
transportation account code (**TAC**)
Transportation, Allocations, Priorities, and Controls (**Committee**) (**TAPAC**)
transportation Army aviation maintenance (**TAAM**)
transportation aviation test and support (**TATSA**)
transportation control and movement document (**TCMD**)
transportation control card (**TCC**)
transportation control number (**TCN**)
Transportation Corps (**TC**)
Transportation Corps release (**TCR**)
Transportation Corps Technical Committee (**TCTC**)
transportation motor pool (**TMP**)
transportation motor transport (**TMT**)
transportation movements office(r) (**TMO**)
transportation movements release (**TMR**)
transportation officer (**TO**)
transportation priority (**TP**)
transportation request (**TR**)
transportation supply officer (**TSO**)
transport control center (**TCC**)
transporter-erector-launcher (**TEL**)
transport/loader (**TL**)
transport vehicles (**TV**)
travel (**tlv**)
travel allowance on separation (**TVLALWS**)
travel and living allowance (**TLA**)
travel by Government transportation authorized (**TBGTA**)
traveling wave tube (**TWT**)
travel of dependents and household goods authorized (**TDHGA**)
travel order (**TO**)
travel voucher (**TV**)
trial counsel (**TC**)
triple capability (**TRICAP**)
Tripler Army Medical Center (**TAMC**)
Tripler General Hospital (**TGH**)
Triservice Group on Air Defense (**TSGAD**)
troop basis (**TB**)
troop carrier command (**TCC**)
troop carrier forces (**TCF**)
troop carrying vehicle (**TCV**)

troop housing (**TPHSG**)
Troop Issue Subsistence Activity (**TISA**)
troop issue subsistence officer (**TISO**)
troop movement assignment order (**TMAO**)
troop program (**TP**)
troop program sequence number (**TPSN**)
troop program unit (**TPU**)
troop test (**TT**)
truck-drawn (**trkdr**)
truckhead (**trkhd**)
truckload (**tl**)
truck-mounted (**trkmtd**)
truck route order (**TRO**)
true airspeed (**TAS**)
true date-time group (**TDTG**)
tube-launched, optically tracked, wire-guided (**TOW**)
tuberculosis (**TB**)
turbine engine analysis check (**TEAC**)
Twin Cities Army Ammunition Plant (**TCAAP**)
twin sideband (**TSB**)
type classification (**TCLAS**)
type commander (**TYCOM**)
type of activity code (**TAC**)
type of shipment (**TOS**)
type requisition code (**TRC**)
3-21. "U" listings
ultimate destination (**ULDEST**)
ultra high altitude (**UHA**)
ultra high frequency (**UHF**)
Umatilla Army Depot (**UMAD**)
unallotted (**unalot**)
unassigned (**unasgd**)
unauthorized (**unauthd**)
unclassified (**unclas**)
unconventional warfare (**UW**)
unconventional warfare operations area (**UWOA**)
undelivered orders (**UO**)
undelivered order schedule (**UOS**)
underground (**ugnd**)
under honorable conditions (**UHC**)
under other than honorable conditions (**UOHC**)
under provisions of (**UP**)
under provisions of section (**UPS**)
undersea (**usea**)

Under Secretary of the Army (**USofA**)
under separate cover (**USC**)
underwater (**uwtr**)
underwater demolition team (**UDT**)
underwater-to-air missile (**UAM**)
underwater-to-surface missile (**USM**)
underwater-to-underwater missile (**UUM**)
underway training unit (**UWATU**)
underwriters laboratory (**UL**)
undesirable discharge (**UD**)
undetermined (**undetm**)
unexploded bomb(s) (**UXB**)
unexploded ordnance (**UXO**)
unexploded ordnance incident (**UXOI**)
unfavorable (**unfav**)
unfinanced requirement(s) (**UR**)
United Action Armed Forces (**UNAAF**)
unified command plan (**UCP**)
uniform (**unif**)
uniform allowance (**UA**)
Uniform Code of Military Justice (**UCMJ**)
Uniform Materiel Movement and Issue Priority System (**UMMIPS**)
Uniformed Services Savings Deposits Program (**USSDP**)
unit demand history summary (**UDHS**)
United Nations Children's Fund (**UNICEF**)
United Nations Command (**UNC**)
United Nations Command Military Armistice Commission (**UNCMAC**)
United Nations Command (**Rear**) (**UNCR**)
United Nations Commission for the Unification and Rehabilitation of Korea (**UNCURK**)
United Nations Disengagement Observer Force (**UNDOF**)
United Nations Emergency Forces (**UNEF**)
United Nations Forces in Cyprus (**UNFICYP**)
United Nations High Commissioner for Refugees (**UNHCR**)
United Nations Interim Forces in Lebanon (**UNIFIL**)
United Nations International Refugee Organization (**IRO**)
United Nations Korea Reconstruction Agency (**UNKRA**)
United Nations Medal (**UNM**)
United Nations Service Medal (**UNSM**)
United Nations Military Observer Group in India and Pakistan(**UNMOGIP**)
United Nations Military Staff Committee (**UNMSC**)
United Nations Observation Group in Lebanon (**UNOGIL**)
United Nations Refugee Fund (**UNREF**)

United Nations Relief and Works Agency (**UNRWA**)
United Nations Security Forces, Hollandia (**UNSFH**)
United Nations Transition Assistance Group (**UNTAG**)
United Nations Truce Supervision Organization Observers (**UNTSO**)
United States (**of America**)(**US**)
United States Air attache (**USAIRA**)
United States Air Force (**USAF**)
United States Air Force tactical fighter wing (**TFW**)
United States Amphibious Forces (**USAMPHIBFOR**)
United States Armed Forces Institute (**USAFI**)
United States Armed Services Exploitation Center (**USASEXC**)
United States Army (**USA**)
United States Army Adjutant General Center (**TAGCEN**)
United States Army Adjutant General's Publications Center(**USAAGPC**)
United States Army Advanced Ballistic Missile Defense Agency(**USAABMDA**)
United States Army Advisory Group (**USAR**) (**USAAGAR**)
United States Army Advisory Group (**ARNGUS**) (**USAAGNG**)
United States Army Advisory Group, Korea (**KMAG**)
United States Army Aeromedical Center (**USAAMC**)
United States Army Aeromedical Research Laboratory (**Fort Rucker, Alabama**) (**USAARL**)
United States Army Aeronautical Services Detachment, Europe(**USAASD-E**)
United States Army Aeronautical Services Detachment, Latin America(**USAASD-LA**)
United States Army Aeronautical Services Detachment, Pacific(**USAASD-PAC**)
United States Army Aeronautical Services Office (**USAASO**)
United States Army Airborne and Special Operations Test Board(**USAABNSOTBD**)
United States Army aircraft base maintenance unit (**USAABMU**)
United States Army Aircraft Development Test Activity (**USAADTA**)
United States Army Air Defense Board (**USARADBD**)
United States Army Air Defense Center and Fort Bliss (**USAADCENFB**)
United States Army Air Defense School (**USAADS**)
United States Army, Alaska (**USARAL**)
United States Army Arctic Test Center (**USAATC**)
United States Army Armament, Munitions and Chemical Command(**AMCCOM**)
United States Army Armament Research and Development Center(**ARDC**)
United States Army Armor and Desert Training Center (**USAADIC**)
United States Army Armor and Engineer Board (**USAARENBD**)

United States Army Armor Center (**USAARMC**)
 United States Army Armor Human Research Unit (**Fort Knox, KY**) (**USAARMHRU**)
 United States Army Armor School (**USAARMS**)
 United States Army Attache (**USARMA**)
 United States Army Audio-Visual Agency (**USAAVA**)
 United States Army Audit Agency (**USAAA**)
 United States Army Aviation Center (**USAAVNC**)
 United States Army Aviation Human Research Unit (**Fort Rucker, AL**) (**USAAVNHRU**)
 United States Army Aviation Materiel Laboratories (**USAAVLABS**)
 United States Army Aviation Materiel Management Center (**AMMC**)
 United States Army Aviation Precision Demonstration Team (**USAAPDT**)
 United States Army Aviation School (**USAAVNS**)
 United States Army Aviation Systems Command (**AVSCOM**)
 United States Army Aviation Systems Test Activity (**AASTA**)
 United States Army Aviation Test Board (**USAAVNTBD**)
 United States Army Ballistic Research Laboratories (**USABRL**)
 United States Army Base Command, Okinawa (**USARBCO**)
 United States Army, Berlin (**USAB**)
 United States Army Biological Laboratories (**USABIOLABS**)
 United States Army Broadcasting and Visual Activities, Pacific(**USABVPAC**)
 United States Army Central Physical Evaluation Board (**USACPED**)
 United States Army Chaplain Board (**USACHB**)
 United States Army Chaplain School (**USACHS**)
 United States Army Chemical Research and Development Center(**CRDC**)
 United States Army Chemical School (**USACMLS**)
 United States Army Civilian Appellate Review Agency (**USACARA**)
 United States Army Claims Service (**USARCS**)
 United States Army Claims Service Worldwide Information System(**USARCSWIS**)
 United States Army Club Management Agency (**USACMA**)
 United States Army Coastal Engineering Research Board (**CERB**)
 United States Army Coastal Engineering Research Center (**CERC**)
 United States Army Coating and Chemical Laboratory (**USACCL**)
 United States Army Cold Regions Research and Engineering Laboratory (**USACRREL**)
 United States Army Combat Arms Training Board (**USACATB**)
 United States Army Combat Developments Experimentation Command(**USACDEC**)
 United States Army Command and Control Support Agency (**USACCSA**)

United States Army Command and General Staff College (**USACGSC**)
 United States Army Command Information Unit (**USACIU**)
 United States Army Communications Command SAFEGUARD Communications Agency (**USACC-SAFCA**)
 United States Army Communications-Electronics Installation Battalion (**USACEIBN**)
 United States Army Communications Management Information Systems Activity (**USACOMISA**)
 United States Army Communications Security Logistics Agency(**USACSLA**)
 United States Army Communications Zone, Europe (**USACOMZEUR**)
 United States Army Concepts Analysis Agency (**USACAA**)
 United States Army Congressional Correspondence Agency (**USACCA**)
 United States Army Construction Agency, Korea (**USACAK**)
 United States Army Corps (**USAC**)
 United States Army Corps of Engineers (**USACE**)
 United States Army Corps of Engineers National Civil Defense Computer Support Agency (**USACEN-CDCSA**)
 United States Army Courier Service (**USACS**)
 United States Army Court of Military Review (**USACMR**)
 United States Army Crime Records Center (**USACRC**)
 United States Army Criminal Investigation Command (**USACIDC**)
 United States Army Criminal Investigation Laboratory (**USACIL**)
 United States Army DARCOM Catalog Data Activity (**CDA**)
 United States Army Davison Aviation Command (**USADAC**)
 United States Army Defense Ammunition Center and School (**USADACS**)
 United States Army Dependents Education Group (**USADEG**)
 United States Army Depot Command Japan (**USADCIJ**)
 United States Army Depot, Corpus Christi (**CCAD**)
 United States Army Depot, Japan (**USADJ**)
 United States Army Depot, SAFEGUARD (**SGAD**)
 United States Army Depot System Command (**DESCOM**)
 United States Army Deserter Information Point (**USADIP**)
 United States Army Discharge Review Board (**USADRB**)
 United States Army Electronic Intelligence and Security (**USAEIS**)
 United States Army Electronic Proving Ground (**USAEPG**)
 United States Army Electronics Command (**ECOM**)
 United States Army Electronics Command Computation Agency (**USAECA**)
 United States Army Electronics Command Financial Management Agency(**USAEFMA**)
 United States Army Electronics Command Logistics Research Agency(**USAERA**)
 United States Army Electronics Command Patent Agency (**USAEPA**)

United States Army Electronics Research and Development Activity, Fort Huachuca, Arizona **(USAERDAA)**

United States Army Electronics Research and Development Activity, White Sands, New Mexico **(USAERDAW)**

United States Army Electronic Systems Engineering Installation Agency **(USAESEIA)**

United States Army Electronics Technology and Devices Laboratory **(ECOM) (USAET&DL) (ECOM)**

United States Army Element, Defense Research Office, Latin America**(DRO-LA)**

United States Army Engineer **(USAE)**

United States Army Engineer Center and Fort Belvoir **(USAECFB)**

United States Army Engineer Center Brigade **(USAECBDE)**

United States Army Engineer Division, Europe **(USAEDE)**

United States Army Engineer Division, Huntsville **(USAEDH)**

United States Army Engineer Division, Lower Mississippi Valley**(USAEDLMV)**

United States Army Engineer Division, Missouri River **(USAEDMR)**

United States Army Engineer Division, New England **(USAEDNE)**

United States Army Engineer Division, North Atlantic **(USAEDNA)**

United States Army Engineer Division, North Central **(USAEDNC)**

United States Army Engineer Division, North Pacific **(USAEDNP)**

United States Army Engineer Division, Ohio River **(USAEDOR)**

United States Army Engineer Division, Pacific Ocean **(USAEDPO)**

United States Army Engineer Division, South Atlantic **(USAEDSA)**

United States Army Engineer Division, South Pacific **(USAEDSP)**

United States Army Engineer Division, Southwestern **(USAEDSW)**

United States Army Engineer Mathematical Computation Agency**(USAEMCA)**

United States Army Engineer Reactor Group **(USAERG)**

United States Army Engineer School **(USAES)**

United States Army Engineer Topographic Laboratories **(USAETL)**

United States Army Enlisted Records and Evaluation Center**(USAEREC)**

United States Army Enlistment Eligibility Activity **(USAEEA)**

United States Army Environmental Hygiene Agency **(USAEHA)**

United States Army Equipment Authorizations Review Activity**(USAEARA)**

United States Army, Europe **(USAREUR)**

United States Army, Europe, Adjutant General Liaison Office**(USAREURAGLO)**

United States Army, Europe, Adjutant General Support Center**(USAEAGSC)**

United States Army, Europe, Combat Support Training Center**(USAREURC-STC)**

United States Army, Europe, Personnel Management and Replacement Activity **(USAEPMARA)**

United States Army exhibit unit **(USAEU)**

United States Army Facilities Engineering Support Agency **(USAFESA)**

United States Army Field Artillery Board **(USAFABD)**

United States Army Field Artillery Center and Fort Sill**(USAFACFS)**

United States Army Field Artillery School **(USAFAS)**

United States Army Field Band **(USAFB)**

United States Army Field Operating Cost Agency **(USAFOCA)**

United States Army Field Support Group **(USAFSG)**

United States Army Finance and Accounting Center **(USAFAC)**

United States Army Flight Operations Facility **(USAFOF)**

United States Army Forces, Atlantic **(USARLANT)**

United States Army Forces Command **(FORSCOM)**

United States Army Forces, Readiness Command **(USARRED)**

United States Army Forces Southern Command **(USARSO)**

United States Army Forces, Southern Command-Puerto Rico**(USARSO-PR)**

United States Army Forces, Taiwan **(USARFT)**

United States Army Foreign Science and Technology Center **(FSTC)**

United States Army Garrison **(USAG)**

United States Army General Materiel and Petroleum Activity**(USAGMPA)**

United States Army Health Clinic **(USAHC)**

United States Army Health Services Command **(HSC)**

United States Army Health Services Data Systems Agency **(USAHSDSA)**

United States Army Hometown News Center **(USAHTN)**

United States Army Hospital **(USAH)**

United States Army Human Engineering Laboratories **(USAHEL)**

United States Army Imagery Interpretation Agency **(USAIIA)**

United States Army Infantry Board **(USAIB)**

United States Army Infantry Center **(USAIC)**

United States Army Infantry Human Research Unit **(Fort Benning, GA)(USAINFHURU)**

United States Army Infantry School **(USAIS)**

United States Army Information Systems Command **(USAISC)**

United States Army Information Systems Command-Alaska **(USAISC-A)**

United States Army Information Systems Command-AMC **(USAISC-AMC)**

United States Army Information Systems Command-CIDC **(USAISC-CIDC)**

United States Army Information Systems Command-HSC **(USAISC-HSC)**

United States Army Information Systems Command-5th Signal Command**(USAISC-5th Sig Cmd)**

United States Army Information Systems Command-FORSCOM**(USAISC-FORSCOM)**

United States Army Information Systems Command-
INSCOM(USAISC-INSCOM)

United States Army Information Systems Command-MTMC
(USAISC-MTMC)

United States Army Information Systems Command-7th Signal
Command**(USAISC-7th Sig Cmd)**

United States Army Information Systems Command-South
(USAISC-SO)

United States Army Information Systems Command-
TRADOC**(USAISC-TRADOC)**

United States Army Information Systems Command-
WESTCOM**(USAISC-WESTCOM)**

United States Army Information Systems Management
Activity**(USAISMA)**

United States Army Information Systems Selection and Acquisition
Activity **(USAISSAA)**

United States Army Information Systems Software Support
Command**(USAISSC)**

United States Army Institute for Military Assistance **(USAIMA)**

United States Army Institute of Administration **(USAIA)**

United States Army Institute of Dental Research **(USAIDR)**

United States Army Institute of Surgical Research **(Fort Sam
Houston, TX) (USAISR)**

United States Army Intelligence Agency **(USAIA)**

United States Army Intelligence and Security Command **(INSCOM)**

United States Army Intelligence and Threat Analysis
Center**(USAITAC)**

United States Army Intelligence Center and School **(USAICS)**

United States Army Intelligence Command Continental **(United
States) Operations (CONOPS)**

United States Army Intelligence School, Fort Devens **(USAISD)**

United States Army Intelligence Threats and Forecasts
Group**(USAITFG)**

United States Army Interagency Communications Agency
(USAICA)

United States Army International Logistics Command
(USAILCOM)

United States Army International Logistics Group **(USAILG)**

United States Army Inventory Management Center **(USAIMC)**

United States Army Investigative Records Repository **(USAIRR)**

United States Army, Japan **(USARJ)**

United States Army John F. Kennedy Center for Military
Assistance**(USAJFK/CENMA)**

United States Army Joint Support Command **(USAJSC)**

United States Army Korea Support Command **(USAKORSCOM)**

United States Army Leadership Human Research Unit **(Presido of
Monterey, CA) (USALDRHRU)**

United States Army Legal Services Agency **(USALSA)**

United States Army Liaison Officer **(USARMLO)**

United States Army Limited War Laboratory **(USALWL)**

United States Army Logistic Control Activity **(USALCA)**

United States Army Logistics Center **(USALOGC)**

United States Army Logistics Doctrine Systems and Readiness
Agency**(USALDSRA)**

United States Army Logistics Evaluation Agency **(USALEA)**

United States Army Logistics Management Center **(ALMC)**

United States Army Los Angeles Procurement Agency **(USALAPA)**

United States Army Maintenance Management Center **(USAMMC)**

United States Army Major Item Data Agency **(USAMIDA)**

United States Army Management Engineering Training Agency
(AMETA)

United States Army Management School **(USAMS)**

United States Army Management Systems Support Agency
(USAMSSA)

United States Army Manpower Resources Research and
Development Center **(USAMANRRDC)**

United States Army Materiel Command **(USAMC)**

United States Army Medical Bioengineering Research and
Development Laboratory **(Fort Detrick, MD) (USAMBRDL)**

United States Army Medical Center **(MEDCEN)**

United States Army Medical Center, Fort Gordon **(USAMCFG)**

United States Army Medical Command, Europe
(USAMEDCOMEUR)

United States Army Medical Depot Activity, Ryukyu
Islands**(USAMDAR)**

United States Army Medical Equipment and Optical School
(USAMEOS)

United States Army Medical Field Service School **(USAMFSS)**

United States Army Medical Intelligence and Information
Agency**(USAMIIA)**

United States Army Medical Laboratory **(USAML)**

United States Army Medical Materiel Agency **(USAMMA)**

United States Army Medical Materiel Agency, Pacific
(USAMMAPAC)

United States Army Medical Research and Development Command
(Washington, D.C.) (USAMRDC)

United States Army Medical Research and Nutrition Laboratory
(Denver, CO) (USAMRNL)

United States Army Medical Research Institute of Infectious
Diseases **(Fort Detrick, MD) (USAMRIID)**

United States Army Medical Research Laboratory **(Fort Knox,
KY)(USAMRL)**

United States Army Medical Research Unit **(Malaysia,
Panama)(USAMRU)**

United States Army Memorial Affairs Agency **(USAMAA)**

United States Army Meteorology and Calibration Center
(USAMCC)

United States Army Military District of Washington **(MDW)**

United States Army Military History Research Collection
(USAMHRC)

United States Army Military Mail Terminal (**USAMMT**)

United States Army Military Personnel Accounting Activity I(**MILPAC I**)

United States Army Military Personnel Accounting Activity III(**MILPAC III**)

United States Army Military Personnel Accounting Activity VI(**MILPAC VI**)

United States Army Military Personnel Accounting Activity V(**MILPAC V**)

United States Army Military Personnel and Transportation Assistance Office (**USAMPTAO**)

United States Army Military Personnel Center (**MILPERCEN**)

United States Army Military Police and Chemical Schools/Training Center and Fort McClellan (**USAMP&CS/TCTFM**)

United States Army Military Police School (**USAMPS**)

United States Army Mine Planter (**USAMP**)

United States Army Missile and Munitions Center School (**USAMMCS**)

United States Army Missile Detachment (**USAMD**)

United States Army Missile Materiel Readiness Command (**MIRCOM**)

United States Army Missile Research and Development Command(**MIRADCOM**)

United States Army Mission (**USARMIS**)

United States Army Mobility Equipment Research and Development Center (**USAMERDC**)

United States Army Northern Warfare Training Center (**USANWTC**)

United States Army Nuclear Agency (**USANA**)

United States Army Nuclear Cratering Group (**USANCG**)

United States Army Nuclear Data System (**Study**) (**ANUDS**)

United States Army Nuclear Defense Laboratory (**USANDL**)

United States Army Oral Health Maintenance Program (**OHMP**)

United States Army Ordnance Center and School (**USAOC&S**)

United States Army Ordnance Rocket Research Facility (**USAORRF**)

United States Army Pacific Intelligence School (**USARPACINTS**)

United States Army Parachute Team (**USAPT**)

United States Army Participation Group (**USAPG**)

United States Army Personnel and Administration Combat Developments Activity (**USAPACDA**)

United States Army Personnel Center (**USAPERSCEN**)

United States Army Personnel Data Support Center (**USAPDSC**)

United States Army Personnel Exchange Program (**PEP**)

United States Army Personnel Information Activity (**USAPIA**)

United States Army Personnel Security Group (**USAPSG**)

United States Army Petroleum Distribution Command, Europe(**USAPDCE**)

United States Army Petroleum Distribution System, Korea (**USAPDSK**)

United States Army Physical Disability Agency (**USAPDA**)

United States Army Physical Evaluation Board (**USAPEB**)

United States Army Physical Review Council (**USAPRC**)

United States Army Port Operations, Pusan (**USAPOP**)

United States Army Primary Helicopter Center (**USAPHC**)

United States Army Primary Helicopter School (**USAPHS**)

United States Army Procurement Agency, Europe (**USAPAE**)

United States Army Publications Agency (**USARPA**)

United States Army Quartermaster Center and Fort Lee (**USAQMCENFL**)

United States Army Quartermaster School (**USAQMS**)

United States Army Readiness Regions (**USARR**)

United States Army Reception Station (**USARECSTA**)

United States Army Recruiter Badge (**RECBAD**)

United States Army Recruiting Command (**USAREC**)

United States Army Regimental System (**USARS**)

United States Army regional dental activity (**USARDA**)

United States Army Research and Development Group (**Europe**) (**ARO-E**)

United States Army Research and Development Group, Far East(**ARO-FE**)

United States Army Research and Development Laboratories (**USARDL**)

United States Army Research and Development Operational Research Advisory Group (**USARDORAG**)

United States Army Research Development, and Acquisition Information Systems Agency (**RDAISA**)

United States Army Research Institute for the Behavioral and Social Sciences (**USARIBSS**)

United States Army Research Institute of Environmental Medicine (**Natick, MA**) (**USARIEM**)

United States Army Research Office (**ARO**)

United States Army Reserve (**USAR**)

United States Army Reserve Affairs, Europe (**USARAE**)

United States Army Reserve Center (**USARC**)

United States Army Reserve Command (**ARCOM**)

United States Army Reserve Components Personnel and Administration Center (**RCPAC**)

United States Army Reserve Components Personnel Center (**USARCPC**)

United States Army Reserve General Officer Command (**GOCOM**)

United States Army Reserve Officers' Training Corps Region(**USAROTCR**)

United States Army Reserve Personnel Center (**USARPERCEN**)

United States Army Retaining Brigade (**USARB**)

United States Army returnee-reassignment station (**USARET-RSGSTA**)

United States Army SAFEGUARD Command (**SAFCMD**)

United States Army Safety Center (**USASC**)

United States Army Satellite Communications Agency (**USASATCOMA**)

United States Army Science and Technology Center, Far East Office(**STCFEO**)

United States Army Security Agency Combat Development Activity(**USASACDA**)

United States Army Security Agency Command DATA Systems Activity(**USASACDSA**)

United States Army Security Agency, Europe (**USASAE**)

United States Army Security Agency, Pacific (**USASAPAC**)

United States Army Security Agency Signal Security Activity(**USASASSA**)

United States Army Security Agency Systems Activity (**USASASA**)

United States Army Security Agency Test and Evaluation Center(**USASATEC**)

United States Army Security Assistance Agency, Latin America(**USASAALA**)

United States Army Sergeants Major Academy (**USASMA**)

United States Army Service Center for the Armed Forces (**USASCAF**)

United States Army Signal Center and Fort Gordon (**USASC&FG**)

United States Army Signal School (**USASIGS**)

United States Army Soldier Support Center and Fort Benjamin Harrison (**USASSC&FBH**)

United States Army Southeastern Signal School (**USASESS**)

United States Army Southern European Task Force (**USASETAF**)

United States Army Special Security Group (**USASSG**)

United States Army Special Services Agency, Europe (**USASPSAE**)

United States Army Standardization Group (**Australia**) (**USASG(Aus)**)

United States Army Standardization Group (**Canada**) (**USASG(CA)**)

United States Army Standardization Group (**United Kingdom**) (**USASG(UK)**)

United States Army Student Detachment (**USASD**)

United States Army Support Center (**ASPTC**)

United States Army Support Center, Memphis (**USASPTCM**)

United States Army Support Activity, Philadelphia (**USASPTAP**)

United States Army Support Command, Hawaii (**USASCH**)

United States Army Support Office, Pacific (**USASOPAC**)

United States Army Support, Thailand (**USARSUPTHAI**)

United States Army Tank-Automotive Materiel Readiness Command(**TARCOM**)

United States Army Tank-Automotive Research and Development Command (**TARADCOM**)

United States Army Technical Support Activity (**USATSA**)

United States Army Terminal Command, Europe (**USATCEUR**)

United States Army Terminal Detachment, Great Lakes (**USATDGL**)

United States Army Terminal Unit, Canaveral (**USATUC**)

United States Army Terrestrial Sciences Center (**USATSC**)

United States Army Test and Evaluation Command (**TECOM**)

United States Army Topographic Command (**USATOPOCOM**)

United States Army TRADOC Systems Analysis Activity (**USATRASANA**)

United States Army Traffic Management Agency, Central Europe(**USATMACE**)

United States Army Training and Doctrine Command (**TRADOC**)

United States Army Training Center (**USATC**)

United States Army Training Center, Armor (**Fort Knox, KY**) (**USATC Armor**)

United States Army Training Center, Engineer and Fort Leonard Wood(**USATCEFLW**)

United States Army Training Center, Field Artillery (**Fort Sill, OK**) (**USATCFA**)

United States Army Training Center, Infantry (**Fort Dix, NJ**) (**Fort Jackson, SC**) (**Fort Ord, CA**) (**Fort Polk, LA**) (**USATC Inf**)

United States Army Transfer Station (**USATRFSTA**)

United States Army Transportation Agency (**White House**) (**USATA (WH)**)

United States Army Transportation and Aviation Logistics Schools(**USATALS**)

United States Army Transportation Center and Fort Eustis(**USATCFE**)

United States Army Transportation Environmental Operations Group(**USATREOG**)

United States Army Transportation School (**USATSCH**)

United States Army Transportation Test Activity, Yuma (**USATTAY**)

United States Army Troop Medical Clinic (**USATMC**)

United States Army Troop Support Agency (**TSA**)

United States Army Troop Support Command (**TROSCOM**)

United States Army Tropic Test Center (**USATTTC**)

United States Army War College (**USAWC**)

United States Army Waterways Experiment Station (**USAWES**)

United States Army Western Command (**WESTCOM**)

United States Assistant Army Attache (**USAARMA**)

United States Atlantic Command (**LANTCOM**)

United States base requirements overseas (**USBRO**)

United States Civilian Internee Information Center (**USCIIC**)

United States Coast Guard (**USCG**)

United States Coast Guard Academy (**USCGA**)

United States Code (**USC**)

United States Commander, Berlin (**USCOB**)

United States Commander in Chief, Europe (**USCINCEUR**)

United States Commander in Chief Middle East, Southern Asia, and Africa South of the Sahara (**USCINCEAFSA**)

United States Communications Security Board (**USCSB**)

United States Court of Military Appeals (**USCMA**)

United States Defense Attache Office (**USDAO**)

United States Defense Liaison Group Indonesia (**USDLGI**)

United States Delegation, Inter-American Defense Board (**USDELIADB**)

United States Delegation, UN Military Staff Committee (**USMILCOMUN**)

United States Dependent Schools, European Area (**USDSEA**)

United States Disciplinary Barracks (**USDB**)

United States Document Office Allied Land Forces Southeastern Europe (**USDOCOLAND-SOUTHEAST**)

United States Environmental Science Services Administration(**USESSA**)

United States Escapee Program (**USEP**)

United States European Command (**USEUCOM**)

United States Forces in Azores (**USFORAZ**)

United States Forces, Korea (**USFK**)

United States Government Life Insurance (**USGLI**)

United States Information Agency (**USIA**)

United States Joint Task Force (**USJTF**)

United States Joint Unconventional Warfare Task Force (**USJUWTF**)

United States Liaison Officer (**USLO**)

United States Marine Corps (**USMC**)

United States Marine Corps Reserve (**USMCR**)

United States Marine Corps, Women (**USMCW**)

United States Maritime Service (**USMS**)

United States Members, UN Military Staff Committee (**USMEMILCOMUN**)

United States Military Academy (**USMA**)

United States Military Academy Preparatory School (**USMAPS**)

United States Military Enlistment Processing Command (**MEPCOM**)

United States Military Liaison Mission to Commander in Chief, Group Soviet Forces, Germany (**USMLMCINCGSFG**)

United States Military Mission Congo (**COMISH**)

United States Military Mission, Liberia (**LIBMISH**)

United States Military Training Mission to Saudi Arabia (**USMTMSA**)

United States Modern Pentathlon Training Center (**USMPTC**)

United States National Military Representative (**USNMR**)

United States Naval Academy (**USNA**)

United States Naval Attache (**ALUSNA**)

United States Naval Hospital (**USNH**)

United States Naval Reserve (**USNR**)

United States Navy (**USN**)

United States Navy ship (**civilian manned**) (**USNS**)

United States nuclear missile submarine (**SSBN**)

United States operations mission (**USOM**)

United States oversea internal defense (**USOID**)

United States Postal Service (**USPS**)

United States Prisoner of War Information Center (**USPWIC**)

United States property and fiscal officer (**USPFO**)

United States Public Health Service (**USPHS**)

United States Readiness Command (**USREDCOM**)

United States Representative, UN Military Staff Committee(**USREPMILCOMUN**)

United States Representative to NATO Military Committee (**USRNCM**)

United States Security Authority for NATO Affairs (**USSA**)

United States Signal Intelligence Directive (**USSID**)

United States Soldiers' and Airmen's Home (**USSAH**)

United States Southern Command (**USSOUTHCOM**)

United States Strategic Army Forces (**STRAF**)

United States Women's Army Corps Center (**USWACC**)

United States Women's Army Corps School (**USWACS**)

unit essential equipment (**UEE**)

unit identification code (**UIC**)

unit identification code information officer (**UICIO**)

Unit Identification System Report (**UCODES**)

unit mail clerk (**UMC**)

unit manning report (**UMR**)

unit movement data (**UMD**)

unit movement identifier (**UMI**)

unit of fire (**UF**)

unit of issue (**U/I**)

unit personnel and tonnage table (**UPTT**)

unit personnel officer (**UPO**)

unit personnel section (**UPS**)

unit price (**UP**)

unit processing code (**UPC**)

Unit Readiness Report (**URR**)

unit recruit training (**URT**)

unit reference sheet (**URS**)

units to round out the active Army (**UTROAA**)

unit training assembly (**UTA**)

unit training equipment site (**UTES**)

universal (**univ**)

universal engineer tractor (**UET**)

universal firing device (**UFD**)

universal keyboard (**UKB**)

universal military training (**UMT**)

universal military training and service (**UMTS**)

universal mission load (**UML**)

Universal Time (**UT**)

universal transverse mercator (**grid**) (**UTM**)

university (**univ**)

unknown (**unk**)

unliquidated (**unliq**)

unpaid (**unpd**)

unqualified (**unqual**)

unsatisfactory (**unsat**)

unsatisfactory equipment performance report (**UEPR**)

unsatisfactory material reports (**UMR**)

unsatisfactory report (**UR**)

unscheduled maintenance action (**UMA**)

unserviceable (**unsvc**)

until exhausted (**UE**)

until further advised (**UFA**)

until further notice (**UNFURNOTE**)

Urban Mass Transportation Administration, Department of Transportation (**UMTA**)

Urgency of Need Designator (**UND**)

urgent (**urg**)

user identification (**USER ID**)

user test (**UT**)

USEUCOM Emergency Message Authentication System (**EMAS**)

USREDCOM Command and Control System (**RCACS**)

Utah Army Depot (**UTAD**)

utility (**util**)

utility helicopter (**UH**)

utility tactical transport aircraft system (**UTTAS**)

3-22. "V" listings

vacuum tube voltmeter (**VTVM**)

Valley Force General Hospital (**VFGH**)

Valorous Unit Award (**VUA**)

value engineering (**VE**)

value engineering change proposal (**VECP**)

value engineering program manager (**VEPM**)

value engineering proposal (**VEP**)

variable enlistment legislation (**VEL**)

variable format message entry device (**VFMED**)

variable reenlistment bonus (**VRB**)

variable safety level (**VSL**)

variable time (**VT**)

varityper (**vari**) "V" Device (**VDEV**)

vehicle collecting point (**VCP**)

vehicle rapid fire weapon system (**VRFWS**)

vehicles per kilometer (**VPK**)

vehicles per mile (**VPM**)

velocity (**vel**)

vendor's shipping document (**VSD**)

venereal disease (**VD**)

verbal orders (**VO**)

verbal orders by Direction of the President (**VODP**)

verbal orders of commanding general (**VOCG**)

verbal orders of commanding officer (**VOCO**)

verbal orders of Secretary of the Army (**VOSA**)

verbal orders of The Adjutant General (**VOTAG**)

verbal orders of the Chief of Staff (**VOCS**)

verbal test (**VET**)

verification status social security number (**VSSSN**)

verified additional military occupational specialty (**VAMOS**)

verified primary military occupational specialty (**VPMOS**)

verified secondary military occupational specialty (**VSMOS**)

vertical and short take-off landing (**VSTOL**)

Vertical Installation Automatic Baseline (**VIABLE**)

vertical take-off landing (**VTOL**)

Vertical-The Army Authorization Documents System (**VTAADS**)

very high altitude (**VHA**)

very high frequency (**VHF**)

very important person (**VIP**)

very low altitude (**VLA**)

very low frequency (**VLF**)

very low range (**VLR**)

very seriously ill (**VSI**)

veteran (**vet**)

Veterans Administration (**VA**)

Veterans Administration Hospital (**VAH**)

Veterans Administration schedule for rating disabilities (**VASRD**)

veterinary (**vet**)

Veterinary Corps (**VC**)

VHF omnidirectional range (**VOR**)

vice admiral (**VADM**)

Vice Chief of Staff, U.S. Army (**VCSA**)

Vice Presidential Service Badge (**VPRESSVB**)

video tape recorder (**VTR**)

Vietnam Campaign Medal (**VNCM**)
 visibility (**vis**)
 visiting enlisted quarters (**VEQ**)
 visiting officers quarters (**VOQ**)
 visual (**vis**)
 visual airborne target locator system (**VATLS**)
 Vietnam Service Medal (**VSM**)
 visual flight rules (**VFR**)
 voice frequency telegraph terminal (**VFTG**)
 Voice of America (**VOA**)
 Voice of United Nations Command (**VUNC**)
 volume (**vol**)
 voluntary price reduction (**VPR**)
 volunteer (**vol**)
 Volunteer Army (**VOLAR**)
 Volunteer Army ammunition plant (**VAAP**)
 voucher register and general control (**VRGC**)
 Vulnerability Analysis of Nuclear Weapons in Allied Command, Europe (**VANWACE**)
 vulnerable point (**VP**)
3-23. "W" listings
 wage grade-civilian employees (**WG**)
 Walter Reed Army Institute of Nursing (**WRAIN**)
 Walter Reed Army Institute of Research (**WRAIR**)
 Walter Reed Army Medical Center (**WRAMC**)
 War Air Service Program (**WASP**)
 warehouse (**whs**)
 warehouseman (**whsmn**)
 warhead (**whd**)
 warhead section (**WHDS**)
 warning order (**WO**)
 warrant (**wrnt**)
 warrant officer (**WO**)
 Warrant Officer Qualification Test (**WOQT**)
 warrant officer (**W01**)
 war reserve (**WR**)
 war reserve stocks (**WRS**)
 war reserve stocks for allies (**WRSA**)
 wartime active replacement factors (**WARF**)
 Wartime Lines of Communication, Europe (**WARLOCE**)
 wartime logistics (**WARLOG**)
 Warsaw Pact (**WP**)
 Washington, DC (**WASH DC**)
 Washington National Records Center (**WNRC**)
 Washington Navy Yard (**WNY**)
 Washington Standardization Officers (**WSO**)
 watercraft intensively managed items (**WIMI**)
 water-rail (**wr**)
 water supply point (**WSP**)
 water terminal clearance authority (**WTCA**)
 Watervliet Arsenal (**WVA**)
 weapon (**wpn**)
 weapons and utilities maintenance (**WU**)
 weapons defended are (**WDA**)
 weapons density list (**WDL**)
 weapons effect signature simulator (**WESS**)
 weapons locating radar (**WLR**)
 weapons logbook (**WLB**)
 weapons management improvement program (**WMIP**)
 weapons monitoring center (**WMC**)
 Weapons Production Program (**WPP**)
 weapons system requisitioning procedure (**WSRP**)
 weapons systems analysis (**WSA**)
 Weapons Systems Evaluation Group (**WSEG**)
 Weather Briefing Advisory and Warning Service (**WBAWS**)
 Weather Bureau (**WB**)
 weather observation site building (**WOSB**)
 week-end training site (**WETS**)
 weekly bulletin (**WB**)
 Weekly Intelligence Review (**WIR**)
 weight (**wt**)
 west (**W**)
 Western European Union (**WEU**)
 western hemisphere defense (**WHD**)
 western hemisphere reserve (**WHR**)
 Western Pacific (**WESTPAC**)
 Western Test Range (**WTR**)
 west longitude date (**WDL**)
 west-northwest (**WNW**)
 west-southwest (**WSW**)
 wheel vehicle (**WVEH**)
 wheeled fuel consuming motor vehicle (**WFCMV**)
 White House Communications Agency (**WHCA**)
 white phosphorous (**WP**)
 White Sands Missile Range (**WSMR**)
 White Sands Test Facilities (**WSTF**)
 White Sands Transverse Mercator (**WSTM**)
 wide area data service (**WADS**)

will be **(WB)**
 William Beaumont Army Medical Center **(WBAMC)**
 will not **(WN)**
 will not be **(WNB)**
 will not proceed **(WNP)**
 will proceed **(WP)**
 will proceed without delay **(WPWOD)**
 wireman **(wrmm)**
 withdrawn **(wd)**
 with equipment **(we)**
 withholding exemptions **(WE)**
 without **(wo)**
 without compensation **(WOC)**
 without winch **(WOWN)**
 with prior service **(WPS)**
 with winch **(WWN)**
 Women's Army Classification Battery **(WACB)**
 Women's Army Corps Service Medal **(WACSM)**
 Women's Enlistment Screening Test **(WPE)**
 word processing equipment **(WPE)**
 words per minute **(WPM)**
 work breakdown structure **(WBS)**
 work breakdown structure control board **(WBSCB)**
 working group **(WG)**
 Working Group of Army Study Advisory Committee **(WASAC)**
 work in place **(WIP)**
 workload **(wl)**
 workload and cost schedule **(WLCS)**
 work measurement **(WM)**
 work simplification program **(WSP)**
 work unit information system **(WUIS)**
 World Health Organization **(WHO)**
 World Meteorological Organization **(WMO)**
 World War I Victory Medal **(WWIVM)**
 World War II Victory Medal **(WWIIVM)**
 worldwide **(ww)**
 Worldwide Ammunition Reporting System **(WARS)**
 Worldwide Asset Position **(WWAP)**
 Worldwide Household Goods Information System for Traffic Management **(WHIST)**
 worldwide inventory objective **(WWIO)**
 worldwide military command and control system **(WWMCCS)**
 Worldwide Organizational Structure for Army Medical Support **(WORSAMS)**

wounded in action **(WIA)**
 written advice of contracting officer **(WACO)**
3-24. "Y" listings
 yardstick **(YS)**
 year of birth **(YOB)**
 yield point **(psi)** **(YP)**
 yield strength **(psi)** **(YS)**
 your message **(URMSG)**
 Youth Opportunity Corps **(YOC)**
 Yuma Proving Ground, Arizona **(YPG)**
3-25. "Z" listings
 zero defects **(ZD)**
 Zeus early missile test radar **(ZEMTR)**
 zone of entry **(ZOE)**
 zone of fire **(ZF)**
 zone of interior **(ZI)**
 zone transportation officer **(ZTO)**

Chapter 4

Other Abbreviations

4-1. National distinguishing letters for use by NATO Armed Forces

a. Under the terms of STANAG No. 1059, National Distinguishing Letters for use by NATO Armed Forces, the following national distinguishing letters will be used when it is necessary to use abbreviations in staff work and communications, including publications, documents, orders, or other media, to identify a NATO Nation, or any part of NATO Forces.

- (1) Belgium—BE.
- (2) Canada—CA.
- (3) Denmark—DA.
- (4) France—FR.
- (5) Federal Republic of Germany—GE.
- (6) Greece—GR.
- (7) Iceland—IC.
- (8) Italy—IT.
- (9) Luxembourg—LU.
- (10) Netherlands—NL.
- (11) Norway—NO.
- (12) Portugal—PO.
- (13) Turkey—TU.
- (14) United Kingdom—UK.
- (15) United States—US.

b. The distinguishing letters listed above are to be used to denote the countries concerned in all documents or papers, irrespective of whether they are in the English or French Language.

c. Whenever the NATO Nations are listed in any paper or document, they are to be listed in the order shown above in both English and French versions.

d. When used to identify a National Force or component of a National Force, the distinguishing letters are to be bracketed immediately following the Force, formation, or unit number. Examples: 12(US) Army Group, 5(FR) Armored Division, 6(NL) Infantry Brigade, 6(IT) Infantry Regiment.

4-2. Quadripartite Standardization Agreement (QSTAG) Abbreviations

a. The abbreviations contained herein, and the abbreviations printed in italics in chapters 2 and 3, comprise the abbreviations authorized for use between the United States, United Kingdom, Canadian, and Australian armies and listed in QSTAG 163 (Military Abbreviations). The following terms and abbreviations are no longer authorized for use within the Department of the Army:

- (1) AA—antiaircraft.
- (2) BW—biological warfare.
- (3) CW—chemical warfare.
- (4) JAAOC—Joint Aircraft Operations Center.
- (5) LAA—Light antiaircraft.
- (6) LMG—Light machine gun.
- (7) MMG—medium machine gun.

b. National Distinguishing Letters for components of Army Forces smaller than a division are to be used only when it is necessary to avoid confusion.

c. The National Distinguishing Letters for Canada are not to be used to identify Canadian Army formations which have the word "Canadian" in their official designation.

d. The letters "UK" denote the United Kingdom, or a force or part of a force provided solely from the United Kingdom. The letters "BR" may, however, be used in special cases to denote a force comprising units or elements of more than one country of the British Commonwealth.

Appendix A

Section PUBLICAT Required Publications

This section contain no entries.

Section PUBLICAT Related Publications

A related publication is merely a source of additional information.
The user does not have to read it to understand this regulation.

AR 105-31

Records Communications

AR 105-32

Authorized Address for Electrically Transmitted Messages

AR 340-10

Preparing NATO Correspondence

AR 340-15

Preparing and Managing Correspondence

AR 680-29

Military Personnel, Organization and Type of Transaction Codes

FM 21-30

Military Symbols

FM 32-31

Topographic Symbols

FM 101-10-1

Staff Officer's Field Manual, Organizational, Technical, and
Logistical Data

MIL-STD-12D

Abbreviations for Use on Drawings, Specifications, Standards, and
Technical Documents

MIL-STD-129F

Markings for Shipment and Storage

SB 708-6C

Federal Manual for Supply Cataloging

U.S. Government Printing Office

Style Manual

USAPA

ELECTRONIC PUBLISHING SYSTEM
TEXT FORMATTER ... Version 2.45

PIN:

DATE: 05-21-98

TIME: 07:40:33

PAGES SET: 218

DATA FILE: r130.fil

DOCUMENT: AR 310-50

DOC STATUS: FORMAL

STUDENT HANDOUT

MODULE 1

TYPE A MEMORANDUM

Some Suggestions for Proofreading

As a 71L, one of your responsibilities is to ensure that any correspondence you prepare is free of errors. In order for you to pass along a piece of correspondence that is error free, you MUST thoroughly review the document and make any necessary corrections. This process of reviewing and identifying errors is called proofreading.

The task of proofreading is demanding, time consuming, and frustrating. It requires considerable concentration and attention to detail. We all dislike reviewing something that we have painstakingly prepared because this takes time -- time we would prefer spending doing something else. All of us have prepared correspondence that we thought was error free because we were very careful in its preparation. Upon having it returned for correction, we became frustrated because the errors, which were now obvious, were previously overlooked by us.

The person who proofreads normally checks for proper grammar, mechanics, correct word usage, and structure. At this point in your training we do not expect you to be accomplished in these skills. However, as you progress in your Army career in this MOS, you will be required to review correspondence to ensure that errors in these categories are not present.

To simplify the training requirements, we have NOT purposely created any errors in the source documents that you will be using in any of the practice exercises or tests.

Our experience with AIT soldiers indicates that the errors appearing in their finished products are format errors and typing mistakes. For you to produce documents that are error free, you need to thoroughly proofread each one. Here are some suggestions to help you proofread your documents:

1. Check for typing errors.

- a. Check the last word of each line and the first word in the next line to verify that you did not repeat the same word.

- b. Check carefully for words that are very similar such as word and work, from and form, four and pour, ect.

Some Suggestions for Proofreading (Cont.)

c. Check the sequence of numbers and letters to be certain that "1-2-3-4-5-6" is not "1-2-4-5-6" or that "a-b-c-d-e-f" is not "a-b-c-e-d-f. "

d. Verify that you have not omitted or added any words as given in the source material. You can do this by first reading a few words, four or five, in your prepared document and then reading these same words in the source document.

e. Look for transposed letters and words.

f. Check for misspelled words. At this point in your training, most misspelled words are the result of careless typing. An effective method to check for misspelled words is to begin with the last word on the page and read backward a word at a time. In this way you see each word out of its normal sequence and thus in isolation. It is a tedious procedure, but it is also an effective way to catch misspelled words. If there is any doubt concerning the spelling, consult the source document. And, if doubt continues, consult the dictionary.

2. Check all punctuation.

a. Make sure that parentheses are opened and closed. The Army requires certain portions of correspondence to be in parentheses, e.g. , MARKS numbers, sub-subparagraph numbers, and in e endorsements, the office symbol and date of the basic memorandum.

b. Verify that all quotation marks are opened and closed.

c. Check that all punctuation marks given in the source document are in your typed copy. Also check to see that you have not added extra punctuation except for that required for proper formatting as specified in AR 25-50.

d. Ensure that you have properly punctuated all paragraph and enclosure numbering and lettering.

Some Suggestions for Proofreading (Cont.)

e. Review for proper use of the colon. The Army specifies that a colon be used in specific places, e.g. , following the "S" for suspense date, after "SUBJECT" in the subject line, at the end of the authority line, after "CF" in the copies furnished notation, and after "DISTRIBUTION" when listing multiple addresses at the end of the document.

3. Check character and line spacing.

a. Make sure that there is a single space between words.

b. Ensure that there are two spaces between:

(1) A colon and any other typed material.

(2) Sentences in a paragraph.

(3) The state and zip code in addresses.

(4) The paragraph's number/letter punctuation and the first character of the paragraph's text.

(5) The elements in the identification line (first line) of an endorsement except between "End" and the writer's of space needed to ensure that the writer's identification or portion thereof ends at the right margin.

c. Verify that the line spacing is correct between the various sections/parts as specified in AR 25-50. The handouts provide excellent examples of proper line spacing,

4. Check for proper use of capital letters.

a. AR 25-50 specifies that certain elements are always typed in capital letters, e.g. , OFFICE SYMBOLS. Verify that you have properly capitalized these elements.

b. Verify that capital letters used in the source document are also present in your typed copy.

5. Check all abbreviations.

Some Suggestions for Proofreading (Cont.)

a. AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms, specifies what abbreviations you may use. If you use abbreviations, make sure they are the proper ones. Also make sure that you use capital letters as specified in authorized abbreviations.

b. If you use abbreviations (where acceptable), make sure that you use them with consistency in similar type entries such as in addresses.

6. Check all margins. There are specific requirements spelled out in AR 25-50 for all margins. The size of the margins is dependent upon the type of correspondence being prepared and also the page being typed. Very little variance is allowed. (Note: For training purposes left and right margins will be 1 inch for all kinds of correspondence, to include the letter.) Therefore, you need to make sure that you have installed the proper print commands in the computer and that the paper is in the proper position in your printer.

7. Check for the positioning of those elements that are to be centered.

a. If you are required to type a letterhead, each line of the letterhead must be centered from left to right on the page.

b. The signature block of memorandums, endorsements, and letters must start at the center of the page from left to right. The signature block is not centered on the page.

8. Check for proper indenting. AR 25-50 specifies that certain portions of various elements are to be indented, e.g. , second and any subsequent line(s) of addresses, subparagraphs, and sub-subparagraphs. The regulation given several examples and the handout provided for the training has additional examples.

The above suggestions are not all-inclusive, but do provide a basic proofreading guide for correspondence. By applying these suggestions, the probability that you will turn in an error-free product will be greatly enhanced.

LETTERHEAD

1
2
3
4
5

DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000

OR

1
2
3
4
5

DEPARTMENT OF THE ARMY
Headquarters, 55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000

HEADING OF MEMORANDUM
OFFICE SYMBOL
MARKS NUMBER
SUSPENSE DATE
CURRENT DATE
ADDRESS LINE
SUBJECT

1
2
3
4
5

DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000

1
2
1

S: 2 August 2004

2
1
2

ATSG-AGT (25-50)

15 July 2004

1
3

MEMORANDUM FOR Commander, Company A, 55th Engineer Battalion,
Fort Stewart, Georgia 31314-9000

1
2

SUBJECT: Preparing a Memorandum

HEADING OF
MEMORANDUM
MULTIPLE ADDRESS

DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000

S: 2 August 2004

ATSG-AGT (25-50)

15 July 2004

MEMORANDUM FOR

Commander, 2d Battalion, 77th Infantry, 55th Mechanized
Infantry Division, Fort Stewart, Georgia 31314-9000
Commander, 3d Battalion, 77th Infantry, 55th Mechanized
Infantry Division, Fort Stewart, Georgia 31314-9000
Commander, 4th Battalion, 77th Infantry, 55th Mechanized
Infantry Division, Fort Stewart, Georgia 31314-9000

SUBJECT: Multiple-Addressed Memorandums

- 1
- 2
- 3
- 4
- 5**

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- 4**

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- 2

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2

9

HEADING OF
MEMORANDUM
SINGLE THRU ADDRESS

1
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4
5

DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000

1
2
1

S: 2 August 2004

2
1
2

ATSG-AGT (25-50)

15 July 2004

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3

MEMORANDUM THRU Commander, 3d Battalion, 77th Infantry, Fort
Stewart, Georgia 31314-9000

1
2

FOR Commander, Company A, 3d Battalion, 77th Infantry, Fort
Stewart, Georgia 31314-9000

1
2

SUBJECT: A Single-Addressed "THRU MEMORANDUM"

HEADING OF
MEMORANDUM
MULTIPLE THRU
ADDRESS

DEPARTMENT OF THE ARMY
HEADQUARTERS, 55TH MECHANIZED INFANTRY DIVISION
FORT STEWART, GEORGIA 31314-9000

S: 2 August 2004

ATSG-AGT (25-50)

15 July 2004

MEMORANDUM THRU

Commander, 77th Infantry, Fort Stewart, Georgia 31314-9000

Commander, 3d Battalion, 77th Infantry, Fort Stewart, Georgia
31314-9000

FOR Commander, Company A, 3d Battalion, 77th Infantry, Fort
Stewart, Georgia 31314-9000

SUBJECT: A Multiple-Addressed "THRU MEMORANDUM"

BODY OF A MEMORANDUM

SUBJECT: Use and Preparation of a Memorandum

1

2

3

1. XX
XX.

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2

[illegible]

1

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[illegible]

1

2

b. XX.

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(1) XX.

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2

(2) XXX.

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(a) XX.

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2

(b) XX
XX.

1

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3. XX.

CONTINUATION PAGE OF A MEMORANDUM

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AJJCG
SUBJECT: Continuing a memorandum

5. XXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

6. XXXXXXXXXXXXXXXXXXXXXXXX. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

XXX XXX XXXXXXXXXXXX:

XxxxXXXXXXXXXXXXX X. XXXXXX
XXX, XXX
XXXXXXXXXXXX XXXXXXXX

1 2 3 4 5 6 7 8 1 2 3 1 2 1 2 3 1 2 1 2 1 2 1 2 1 2 3 4 5 1 1 2

15 Mar XX

STUDENT HANDOUT

MODULE 2

TYPE AN ENDORSEMENT TO A MEMORANDUM

APRIL 1999

NOTE: Margins and centering on these handouts
are not exact because of the addition of
handout titles, numbers showing line
spacing and other illustrative markings.

HEADING OF AN ENDORSEMENT

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S: 1 May 04

8

ATSG-AG (AS-OPS/2 Mar 04) (25-50) 1st End SFC Daugherty/
ccb/4679

SUBJECT: Preparing a Separate-Page Endorsement

1
2

3

Commandant, AG School, USASSI, ATTN: ASTG-AGS, Fort Jackson,
South Carolina 29207-7025 18 Apr 04

1

2

FOR Commander, USAISC, ATTN: AS-OPS-MR (Mr Clark), Fort
Huachuca, Arizona 85613-9000

MULTIPLE ADDRESSES

1
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4
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8 ATSG-AG (AS-OPS/2 Mar 04) (25-50) 2d End SFC Daugherty/
ccb/4679
SUBJECT: Preparing a Multiple-Address Endorsement

1
2

3 CDR, 55th Mech IN Div, Fort Stewart, Georgia 31314-9000
10 Mar 04

1
2
1

FOR

2

CDR, 4/77th Mech IN, 55th Mech IN Div, Fort Stewart, Georgia
31314-5011

CDR, 4/2d AR Bn, 55th Mech IN Div, Fort Stewart, Georgia
31314-5016

CDR, 4/3d AR Bn, 55th Mech IN Div, Fort Stewart, Georgia
31314-5021

SINGLE THRU ADDRESS

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8 ATSG-AG (AS-OPS/2 Mar 04) (25-50) 3d End SFC Daugherty/
ccb/4679
SUBJECT: Preparing a Single Thru Address Enddorsement

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2

3 CDR, 55th Mech IN Div, Fort Stewart, Georgia 31314-9000
10 Mar 04

1

2 THRU CDR, 1st Bde, 55th Mech IN Div, Fort Setwart, Georgia
31314-9000

1

2 FOR CDR, 2d Bn, 77th IN, 55th Mech IN Div, Fort Stewart,
Georgia 31314-9000

MULTIPLE THRU ADDRESS

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7

8 ATSG-AG (AS-OPS/2 Mar 04) (25-50) 2d End SFC Daugherty/
ccb/4679
SUBJECT: Preparing a Multiple Thru Address Endorsement

1
2

3 CDR, 55th Mech IN Div, Fort Stewart, Georgia 31314-9000
10 Mar 04

1

2 THRU

1

2 CDR, 4/77th Mech IN Bn, 55th Mech IN Div, Fort Stewart,
Georgia 31314-5011

1

2 CDR, 4/2d AR Bn, 55th Mech IN Div, Fort Stewart, Georgia
31314-5016

1

2 FOR CDR, Co A, 2d Bn 55th Mech IN Div, Fort Stewart, Georgia
31314-9000

BODY OF AN ENDORSEMENT

- 1
- 2
- 3

1
2

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2

2

1
2

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1

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1

SAME-PAGE ENDORSEMENT

S: xx xxx xx

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xx Xxx xx

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MEMORANDUM FOR XXX, XXX XXX XXX (XXXX), Fort Stewart, Georgia
31314-9000

SUBJECT: Same-Page Endorsement

XX
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Encl X. X. XXXXXXXXXXXXX
XXX, XX
XXXXXXXXXXXXXXXXXX

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XXXX-XXX 1st End SFC Meredith/mmm/DSN 699-4676

XXX, XXXX XX , Fort Stewart, Georgia 31314-9000 XX XXX XX

FOR XXX, XXX, XXX (XXXX), Fort Stewart, Georgia 31314-5000

XX.

Encl X. X. XXXXXXXX
nc XXX, XX
XXXXXXXXXXXXXXXXXX

CONTINUATION PAGE OF AN ENDORSEMENT

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AJJCG
SUBJECT: Continuing an Endorsement

5. XX.
6. XX.

Encl XXXXXXXX X. XXXXX
XXX, XXX
XXXXXXXXXXXX

ENCLOSURE EXAMPLES

ENCLOSURE LISTING

USE WHEN

Encl or 2 Encls

Enclosures have been identified in the Body. Do not number or use "as" when there is only 1 enclosure

2 Encls

1. DA Form 2
2. DA Form 2-1

Enclosures have not been identified in the body.

5 Encls

- 1-3. nc
- Added 2 encls
- 4-5. as

Adding new enclosures that have been identified in the body.

5 Encls

- 1-3. nc
- Added 2 encls
4. Personnel Listing
5. DA Form 2-1

Adding new enclosures that have not identified in the Body.

4 Encls

- wd encl 1
- 2-4. nc

Withdrawing enclosures.

5 Encls

- wd encl 1-2.
- 3-4. nc
- Added 1 encl
5. Equipment Inventory

Withdrawing old enclosures and adding new enclosures not identified in the body.

STUDENT HANDOUT

MODULE 5

ASSEMBLE CORRESPONDENCE

STUDENT HANDOUT

ASSEMBLING ENCLOSURES, ATTACHEMENTS, AND SUPPORTING DOCUMENTS

ENCLOSURE LISTING

USED WHEN

5 Encls
1-3. nc
Added 2 encls
4-5. as

Adding new enclosures that have been identified in the body. Add the new enclosure(s) in numerical sequence to the Dispatch, Information (if appropriate), and Record/File sections.

5 Encls
1-3. nc
Added 2 encls
4. Personnel Listing
5. DA Form 2-1

Adding new enclosures that have not been identified in the body. Add the new enclosure(s) in numerical sequence to the Dispatch, Information (if appropriate), and Record/File sections.

4 Encls
wd encl 1
2-4. nc

Withdrawing enclosures. Attach withdrawn enclosures to the Record/ File section only, in numerical sequence

5 Encls
wd encl 1-2.
3-4. nc
Added 1 encl
5. Equipment Inventory

Withdrawing old enclosures and adding new enclosures not identified in the body. Attach withdrawn enclosures to the Record/File copy only. Add new enclosures to the Dispatch, Information (if appropriate), and Record/File sections in numerical sequence.

Back-up or supporting documents

Documents that support the correspondence being dispatched, but which are not needed by the addressees/recipients, are considered back-up materials. These materials may be needed at a later date to support or reinforce the basic correspondence. Attach these documents to the Record/File copy beneath the enclosures. There is no particular order or sequence in which they are to be attached. They should be neat and orderly like the rest of the package.

STUDENT HANDOUT

MODULE 6

ESTABLISH FILES

STUDENT HANDOUT FILES

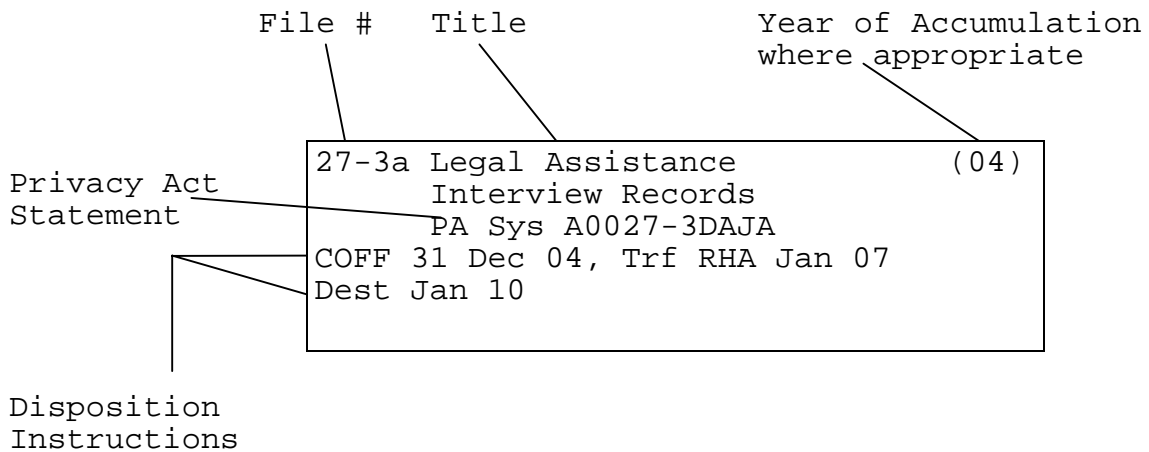


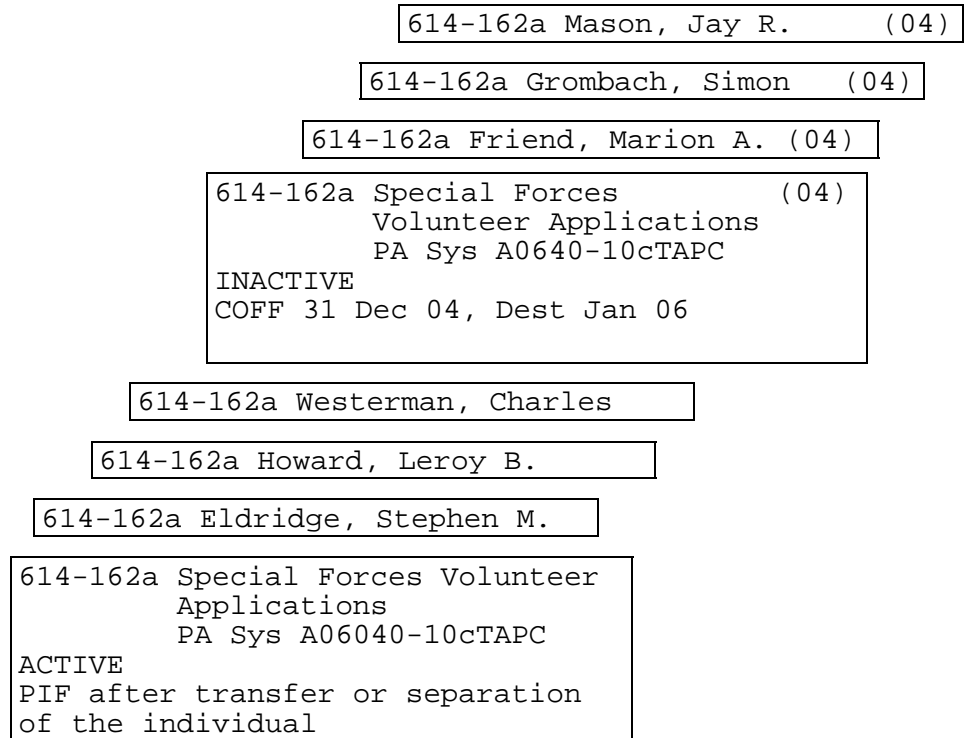
Figure 1. Sample Label Showing Various Elements

"DRIVER"	EXAMPLE	RULE
TIME	<div> 40-2t Diet Therapy (04) (Apr - Jun) COFF 30 Jun 04, Dest Oct 04 </div>	2

Figure 2. Example Labels

"DRIVER"	EXAMPLE	RULE
TIME	<div>55-355TTTd Transit Utilization (04) Reports COFF 31 Dec 04, Dest Jan 07</div>	5
EVENT	<div>25-400-2d Records Disposition Standard Exceptions Dest on expiration of exception</div>	6
TIME-EVENT	<div>335-2-1m Background Material and Manuscripts</div>	Apply Paragraph 7-3C
EVENT	<div>ACTIVE PIF after completion of study or when no longer needed for reference</div>	
TIME	<div>335-2-1m Background Material (04) and Manuscripts INACTIVE COFF 31 Dec 04, Dest Jan 07</div>	7
TIME	<div>608-25b Retiree Volunteer (04) Waivers of Claims PA Sys A0608-25CFSC COFF 31 Dec 04, Trf RHA Jan 07, Dest Jan 11</div>	11

Figure 2. (Continued) Example Labels



If there are several folders under one number, you may use a "dummy" folder which reflects the full label entries. Tape it shut so that no documents can be placed in it (alternatively, a guide card may be used for this purpose). Subsequent folder labels need only show the file number, contents on the individual folder, and --where appropriate-- the year of accumulation.

Figure 3. Sample label entries and use of "dummy" folder

Sample Container Label Entries

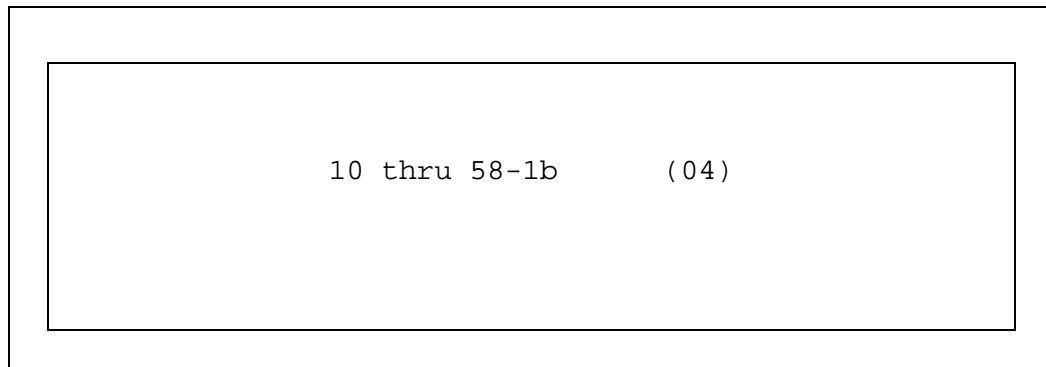


Figure 4. Sample label entry for a drawer that contains files with two or more file numbers. No disposition is shown on the label because it varies among the several record series in the drawer.

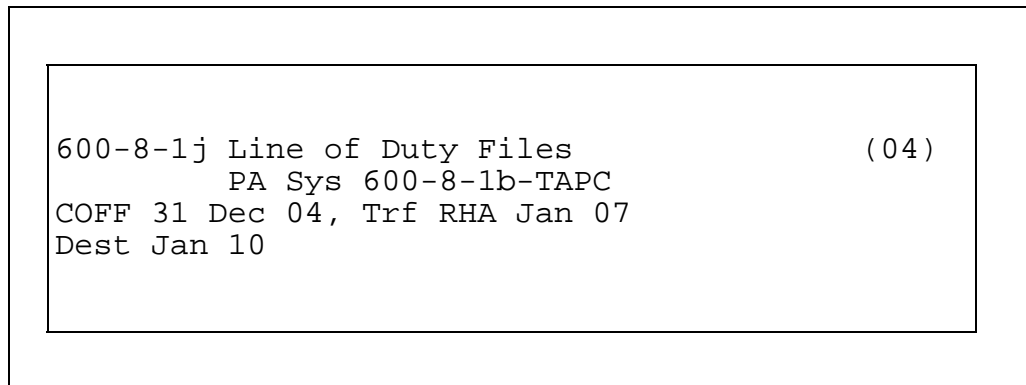


Figure 5. Sample label entry for a drawer that contains files with one (and only one) file number and contains all of the files of the files with that number. The drawer label is identical to the folder label in this case.

600-8-1j Line of Duty Files (04)
PA Sys 600-8-1b-TAPC
(A thru L)
COFF 31 Dec 04, Trf RHA Jan 07,
Dest Jan 10

600-8-1j Line of Duty Files (04)
PA Sys 600-8-1b-TAPC
(M thru Z)
COFF 31 Dec 04, Trf RHA Jan 07,
Dest Jan 10

Figure 6. Sample label entries for drawers, each of which

Binder Label Entries

1jj Ref Pubs ARs 1-200 thru 340-21 Dest when supsd, obs no longer needed for reference	1jj Ref Pubs ARs 350-1 thru 352-3	1jj Ref Pubs ARs 350-37 thru 385-40	1jj Ref Pubs ARs 385-55 thru 420-10
--	--	--	--

Figure 7. Sample label for binders containing reference publications.

<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="text-align: center;"> <p>LATEST ACTION (endorsement)</p> </div> <div style="text-align: right; margin-top: 20px;"> <p>* F I L E N U M B E R</p> </div> </div>	
(1)	<u>The Basic Record</u>
(2)	<u>Other Endorsements in Order</u>
(3)	<u>Enclosures in Order</u>
(4)	<u>Any other Pertinent Documents</u>

* NOTE: Enter the file number here in cases where the number was not identified in the document at the time of its creation.

Figure 8. Sample Assembly of Document for Filing

STUDENT HANDOUT

MODULE 7

FILE RECORDS

**ESTABLISH FILES/
FILE RECORD**

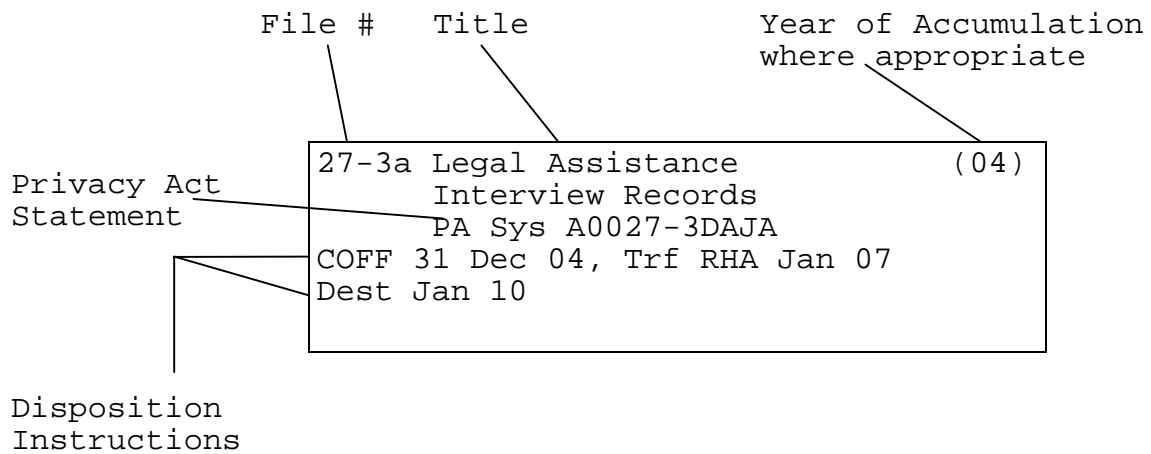


Figure 1. Sample Label Showing Various Elements

"DRIVER"	EXAMPLE	RULE
TIME	<div> 40-2t Diet Therapy (04) (Apr - Jun) COFF 30 Jun 04, Dest Oct 04 </div>	2

Figure 2. Example Labels

"DRIVER"	EXAMPLE	RULE
TIME	55-355TTTd Transit Utilization (04) Reports COFF 31 Dec 04, Dest Jan 07	5
EVENT	25-400-2d Records Disposition Standard Exceptions Dest on expiration of exception	6
TIME-EVENT	335-2-1m Background Material and Manuscripts	Apply Paragraph 7-3C
EVENT	ACTIVE PIF after completion of study or when no longer needed for reference	
TIME	335-2-1m Background Material (04) and Manuscripts INACTIVE COFF 31 Dec 04, Dest Jan 07	7
TIME	608-25b Retiree Volunteer (04) Waivers of Claims PA Sys A0608-25CFSC COFF 31 Dec 04, Trf RHA Jan 07, Dest Jan 11	11

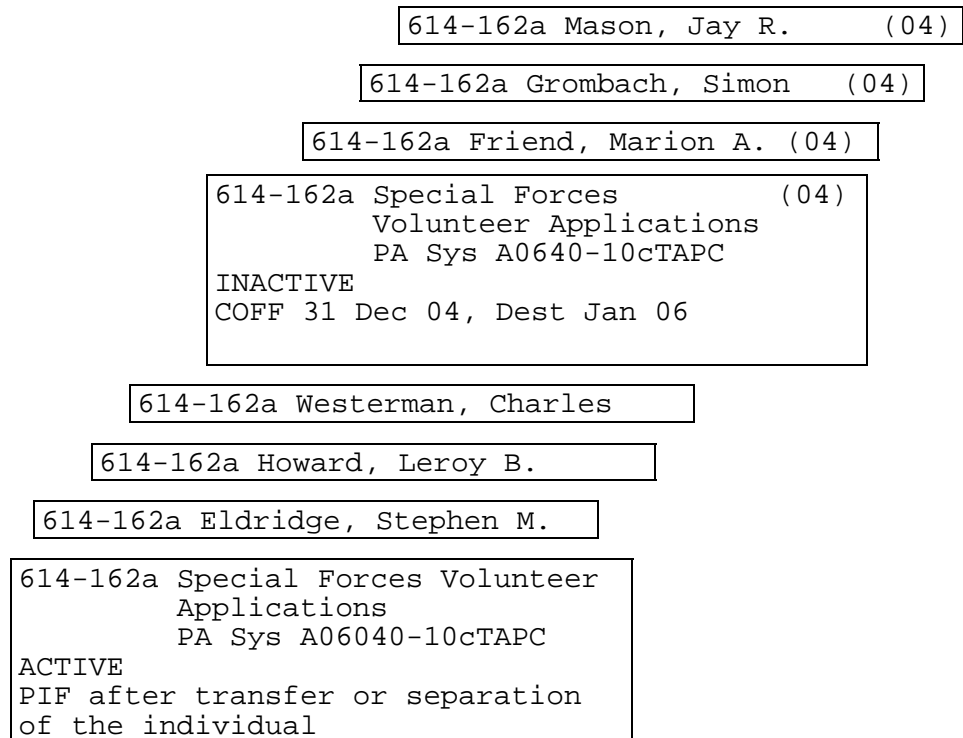
Figure 2. (Continued) Example Labels

"DRIVER"	EXAMPLE	RULE
TIME	<div> 55-355RALd Car control processing file (04) (Jan - Jun) COFF 31 Dec 04, Dest Jan 07 </div>	3

Figure 2. (Continued) Example Labels

EVENT	<div> 210-11a Unaccompanied personnel housing UPH) and guest housing (GH) files PA Sys A0210-50CE Dest when no longer needed for current operations. </div>	6
-------	---	---

Figure 2. (Continued) Example Labels



If there are several folders under one number, you may use a "dummy" folder which reflects the full label entries. Tape it shut so that no documents can be placed in it (alternatively, a guide card may be used for this purpose). Subsequent folder labels need only show the file number, contents on the individual folder, and --where appropriate-- the year of accumulation.

Figure 3. Sample label entries and use of "dummy" folder

Sample Container Label Entries

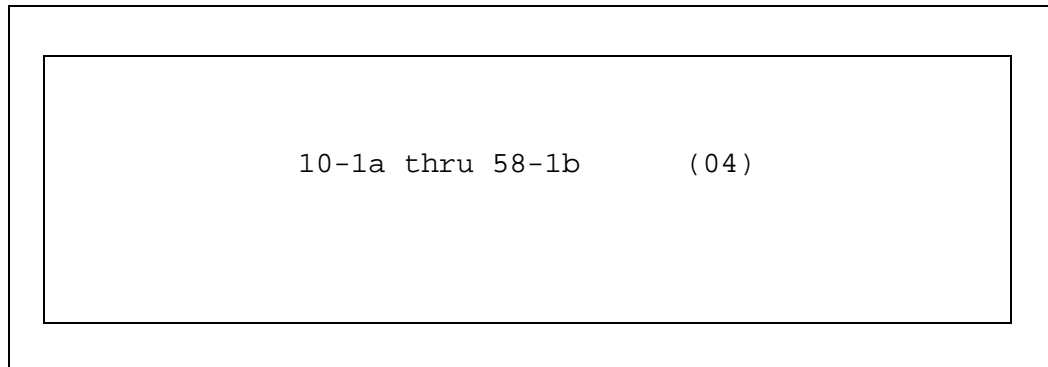


Figure 4. Sample label entry for a drawer that contains files with two or more file numbers. No disposition is shown on the label because it varies among the several record series in the drawer.

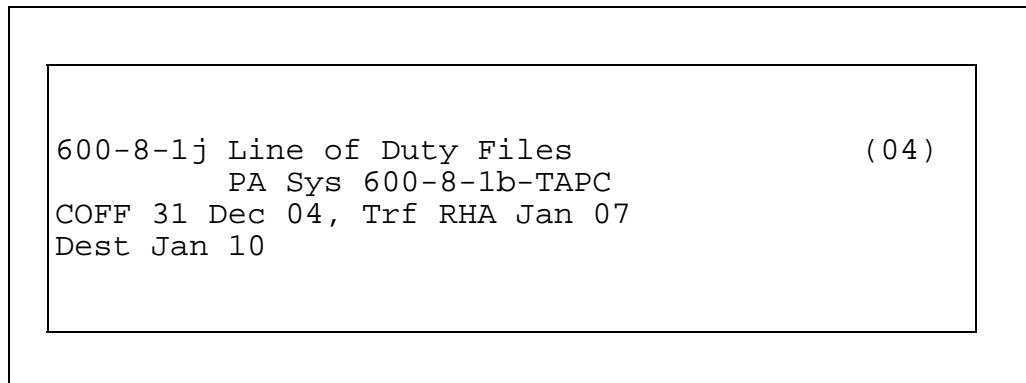


Figure 5. Sample label entry for a drawer that contains files with one (and only one) file number and contains all of the files of the files with that number. The drawer label is identical to the folder label in this case.

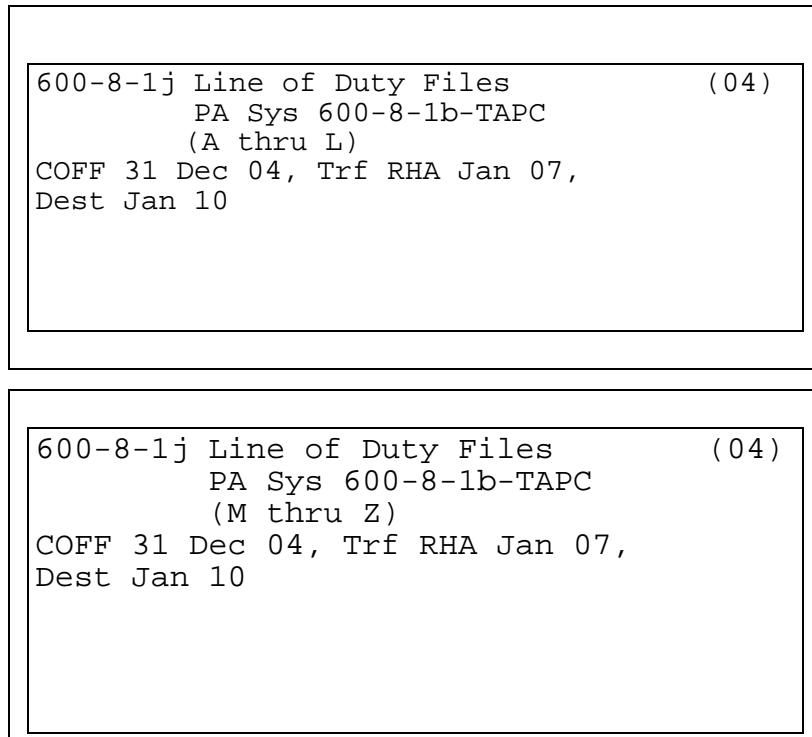
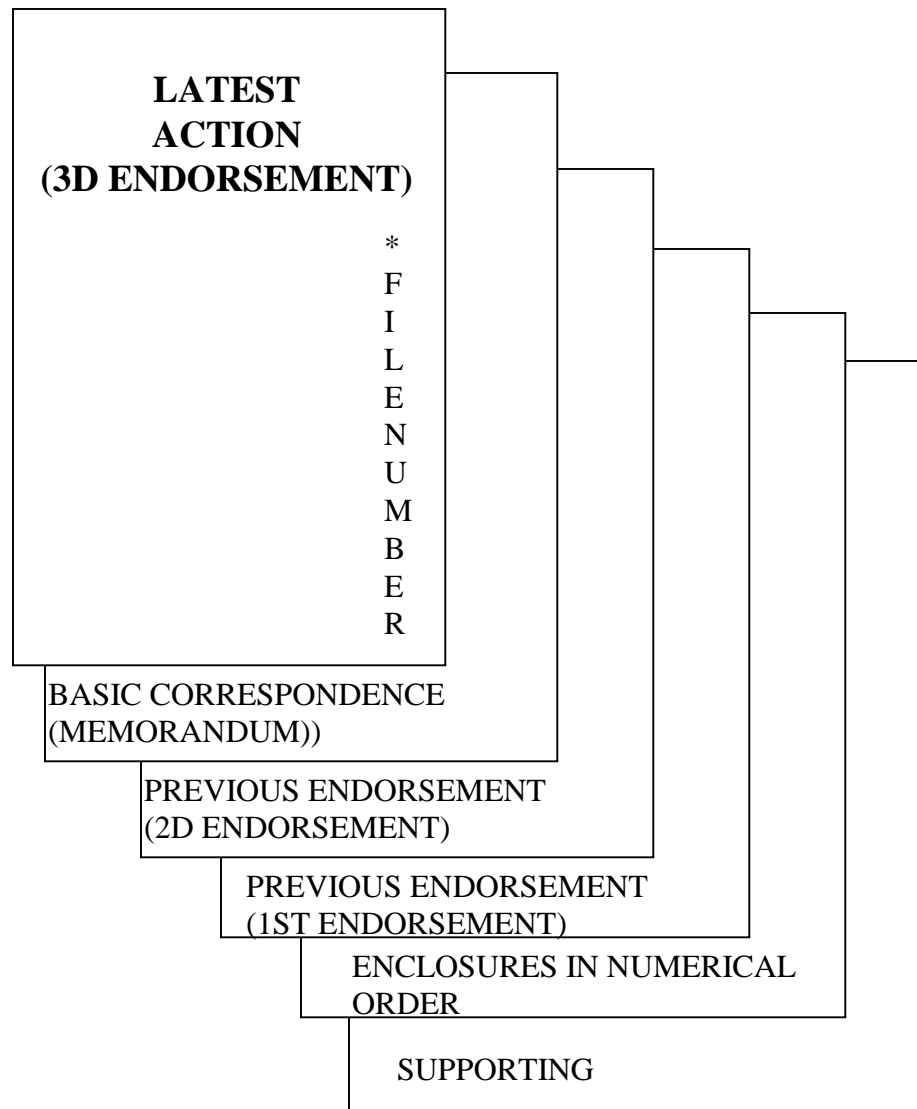


Figure 6. Sample label entries for drawers, each of which

Binder Label Entries			
<div> 1jj Ref Pubs ARs 1-200 thru 340-21 Dest when supsd, obs no longer needed for reference </div>	<div> 1jj Ref Pubs ARs 350-1 thru 352-3 </div>	<div> 1jj Ref Pubs ARs 352-37 thru 385-40 </div>	<div> 1jj Ref Pubs ARs 385-55 thru 420-10 </div>

Figure 7. Sample label for binders containing reference publications.



***NOTE:** Enter the file number here in cases where the number was not identified in the document at the time of its creation.

Figure 8. Sample Assembly of Documents for Filing

STUDENT HANDOUT

MODULE 9

ROUTE INCOMING DISTRIBUTION

HEADQUARTERS, 55TH INFANTRY DIVISION (MECHANIZED)
STANDARD OPERATING PROCEDURES FOR ADJUTANT GENERAL
ADMINISTRATIVE SERVICES DIVISION DISTRIBUTION CENTER

SECTION 1--GENERAL

1-1. PURPOSE. This Standard Operating Procedure (SOP) provides day-to-day guidance in the performance of duty for members of Adjutant General Administrative Services Division (ASD).

1-2. RESPONSIBILITIES.

a. All ASD personnel will familiarize themselves with the procedures relative to the performance of their assigned duties, as described in this SOP.

b. All ASD members are encouraged to offer suggestions for improvement for this SOP and ASD operations.

1-3. APPLICABILITY. This SOP is applicable to all personnel working in the ASD. It will serve as a guide for internal ASD operations as follows:

a. Only ASD responsibilities are covered in this SOP. However, certain duties of other headquarters elements, which are formally assigned in command directives, are repeated herein for complete understanding.

b. This SOP is not all-inclusive and will not serve as a substitute for good judgment.

SECTION 2--INCOMING DISTRIBUTION PROCEDURES

2-1. PURPOSE. This section implements AR 25-51 and prescribes procedures for processing incoming correspondence/mail within the Adjutant General Distribution Center (AGDC). These procedures are not applicable to postal operations described in DOD Manual 4525.6 and related publications.

2-2. DEFINITIONS.

a. **CORRESPONDENCE.** Correspondence includes any memorandum, letter, electronically transmitted message, or other communication received for distribution.

b. **AG DISTRIBUTION CENTER (AGDC).** The AGDC is the staff agency responsible for the receipt, sorting, routing, distribution, and dispatch of incoming and outgoing communications. The Chief of the Administrative Services Division (ASD) is

responsible for all distribution procedures. The AGDC is divided into separate security classification elements (1) CLASSIFIED and (2) UNCLASSIFIED.

c. OMDC. Official Mail and Distribution Center. An installation level activity that receives, processes, dispatches, and delivers incoming and outgoing official mail and distribution.

d. ACTION AGENCY. The staff section, directorate, office, or unit with primary responsibility for the action specified by the correspondence.

e. INFORMATION AGENCY. The staff section, directorate, office, or unit that has specific interest in an item of correspondence by which they may become involved by the required action.

f. DATE/TIME STAMPING. This is the process of marking the reverse of incoming correspondence with the date and time of receipt. This usually accomplished by a rubber stamp or mechanical process.

2-3. PROCEDURES.

a. The AGDC will process all correspondence addressed to the Commander, 55th Mechanized Infantry Division (Mechanized).

b. The AGDC "CLASSIFIED" element will process all "ACCOUNTABLE MAIL. Accountable mail containing classified documents will be processed IAW AR 380-5. The AGDC "UNCLASSIFIED" element will process and distribute all other correspondence IAW the provisions of this SOP.

c. Correspondence addressed to a subordinate divisional unit, an individual, staff section by name (including "ATTN:" line mail), or mail marked "EXCLUSIVE FOR," will be forwarded unopened, through the chain of command to the appropriate addressee.

d. The AGDC will designate "ACTION" and "INFORMATION" agencies for incoming correspondence, and date/time stamp selected correspondence, as necessary.

2-4. ACTION AGENCY. The ACTION AGENCY will serve as the coordinator for a piece of correspondence, and ensures that necessary actions are taken (as required). Also this agency is directly responsible to the commander for all matters relating to the correspondence requiring their action. The action agency will establish a system of control for all "suspense" actions using DA form 2445 or other suitable means.

a. The AGDC will not designate the Commander (CDR) or Chief of Staff (CofS) as action agency.

b. The AGDC will not designate the AG as an action agency when an action (correspondence/mail) is within an AG functional area. Instead, the AGDC will forward the action to the appropriate AG sub-element (i.e., Administrative Service Division (ASD), Personnel Service Division (PSD), Postal, Recreational Services, etc.).

c. The AGDC will designate the PSD as the action agency for all congressional correspondence. Congressional correspondence includes correspondence from the President, members of Congress, directors or assistant directors of federal agencies and executive departments, members of federal or state judiciary, state governors, heads of state executive departments, members of state legislatures, and all other correspondence considered to be extremely sensitive in nature.

2-5. INFORMATION AGENCY. The AGDC will designate an INFORMATION only selected when it is necessary that such agency simultaneously receive a copy of the correspondence as the action agency. The AGDC will distribute an information copy of correspondence as follows:

(1) The AGDC will furnish the AG an information copy whenever action or information copies are sent to AG sub-elements.

(2) The AGDC will send an information copy to the staff element that would normally respond to the content/subject matter of a Congressional inquiry (congressional correspondence).

(3) The AGDC will send an information copy to a subordinate unit when the document involves changing the personnel status of an assigned soldier/unit member (e.g., AWOL, desertion, hospitalization, death, etc.).

2-6. COMMANDER/CHIEF OF STAFF (CofS) READING FILE (RF). The AGDC will send information copies of the following of correspondence to the command element (via Secretary General Staff (SGS)) for placement into the CDR/CofS reading File.

a. All correspondence bearing the personal signature of a general or flag officer, or Chief of Staff or Deputy Chief of Staff of a higher or adjacent command.

b. All incoming correspondence (except routine reports and personnel actions) bearing the personal signature of a major subordinate commander (Bde, DISCOM, DIVARTY, Avn Bn, Engr Bn, and Sig Bn).

c. All communications requiring action having an impact on the entire division, or upon the mission or combat capabilities of the division or major subordinate units.

d. All congressional correspondence.

e. Initial reports of serious accidents or incidents involving division personnel.

f. Derogatory correspondence concerning officers referred to by name, or units of company size or larger. Do not routinely forward like correspondence concerning enlisted personnel (i.e., letters of indebtedness) to the CDR/CofS reading file.

g. Assignment, transfer, or relief of major subordinate unit commanders (Bn and higher), or heads of division staff sections.

h. New command policies or changes to existing command policies.

i. Correspondence concerning the unaccountable loss of funds, or the loss or possible compromise of 55th Infantry Division classified information.

j. Correspondence addressed to major subordinate commanders disapproving requests for policy or position changes.

k. Bids or purchase requests exceeding one million dollars.

2-7. DATE/TIME STAMPING. AGDC personnel will date/time stamp all correspondence only when the time of receipt or dispatch of a communication:

a. Is of legal or monetary significance (i.e., bids, contracts, summons to appear in court, claims against the country, or bills.

b. Arriving as special delivery or express mail. The date/time stamp will be placed on the reverse side from the address of the envelope.

2-8. DELIVERY

a. AGDC personnel will deliver distribution to the command and staff section sections within the headquarters building.

b. Subordinate units and staff sections not located in the headquarters area will arrange for distribution delivery/pickup, as will their subordinate units/elements.

c. The AGDC will publish a list indicating the organizations who will pickup distribution at the OMD. These organizations in-turn will be responsible for distribution to their subordinate units.

2-9. ROUTING GUIDE (pg 6-8). The AGDC will maintain a routing guide (Appendix A) that will indicate the action and information agencies for typical/routine items of command correspondence. The routing guide will be updated at least once each quarter.

2-10. OFFICE SYMBOL/ORGANIZATION (pg 8 & 9). The AGDC will publish and maintain a listing of office symbols of corresponding staff offices and organizations

(Appendix B) of the 55th Infantry Division (Mechanized).

APPENDIX A

CORRESPONDENCE AND MAIL ROUTING GUIDE

HEADQUARTERS, 55TH INFANTRY DIVISION (MECHANIZED)

SUBJECT	ACTION	INFORMATION
Activation & Inactivation of Units	G3	CofS, G1, G4, AG
Admin Use, Motor Vehicles	G4	
Aerial Movement	G3	G4
Billeting Housing	G4	
Bowling	Rec Svcs	AG
CHAMPUS	Surgeon	
Civilian Pers (All aspects)	CPO	CofS, G1, AG
Congressional (all)	PSD	AG, SGS plus appropriate office, see para 2-5b(2)
Construction		
Military	Engr	
Bids on	Compt/Fin	Engr
Funds	Compt/Fin	
Courts Martial	SJA	
Distribution (Command)	ASD	AG
Exercise Operational Orders (EXOPORD)	G3	
Equipment/Supplies	G4	
Procurement		
Issue		
Accountability		
Disposal		
Funds		
Loss of	Compt/Fin	SGS

Special Appropriations	Compt/Fin	SGS, PAO
Facilities		
Training	G4	G3
Buildings and Grounds	Engr	G4
Food Service		
Operations	Surgeon	G4
Supply	G4	Surgeon
Health Care	Surgeon	
Human Relations/Equal Opportunity	G1	AG, EEO
Investigations		
IG	IG	
Security	G2	
Line of Duty	PSD	AG
Incentive Awards	G1	PAO
Legal Services	SJA	
Maintenance		
Equipment	G4	
Other than HQ or Unit	G4	
HQ or Unit	Hq Comdt	
Medical	Surgeon	
Mission Capability	G3	
Operations		
Tactical	G3	
Orders		
Courts Martial	SJA	
Operations	G3	
Personnel-Type	ASD	
Pay		
Military	Compt/Fin	G1
Civilian	Compt/Fin	CPO

Personnel

Conduct	G1	CofS
Appearance	G1	CofS
Welfare	G1	CofS
Actions	PSD	AG
Debt (Nongovernment)	PSD	AG
Management	PSD	AG, CofS
Awards	PSD	AG, PAO
Locator	PSD	AG
Promotions/Reductions	PSD	AG, CofS, PAO
Civilian (see Civ Pers)		PAO

POWs

Accountability	G1
Control	PM

Prisoners

Military	PM	SJA
Civilian	PM	PAO, SJA

Recreation

Rec Svcs	AG
----------	----

Security

Physical	PM
Classified Info	G2

Visits

Staff	ASD	AG, PAO
VIP	Protocol Off	PAO

Word Processing

ASD	AG
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APPENDIX B

OFFICE SYMBOL/ORGANIZATION DIRECTORY

HEADQUARTERS, 55TH INFANTRY DIVISION (MECHANIZED)

NOTE: Place distribution for units subordinate to brigades or staff offices, in the receptacle designated for that brigade or staff office.

OFFICE SYMBOL	OFFICE/ORGANIZATION
AJJCG	OFFICE OF THE COMMANDER
AJJPM	PROVOST MARSHAL
AJJPA	PUBLIC AFFAIRS OFFICE
AJJJA	STAFF JUDGE ADVOCATE
AJJCH	CHAPLAIN
AJJIG	INSPECTOR GENERAL
AJJDC-S	ASST DIV COMMANDER (SUPPORT)
AJJDC-P	ASST DIV COMMANDER (PLANS)
AJJDC-I	ASST DIV COMMANDER (INST)
AJJCS	OFFICE OF THE CHIEF OF STAFF
AJJGA	Asst CofS G1/AG
AJJGB	Asst CofS G2
AJJGC	Asst CofS G3
AJJGD	Asst CofS G4
AJJGE	Asst CofS G5
AJJSU	SURGEON
AJJBA	1ST BDE (MECH)

OFF SYM	UNIT
AJJMB	3/78TH (MECH) BN

	AJJMC	3/79TH (MECH) BN
	AJJAC	3/4TH ARMOR BN
	AJJAD	3/5TH ARMOR BN
AJJBB	2D BDE (MECH)	
	AJJMG	3/80TH (MECH) BN
	AJJMD	3/81TH (MECH) BN
	AJJAE	3/25TH ARMOR BN
AJJBC	3D BDE (ARMOR)	
	AJJMA	3/77 (MECH) BN
	AJJAA	3/2D ARMOR (M1) BN
	AJJAB	3/3D ARMOR (M1) BN
AJJBN	55TH CAV BDE (AIR ATTACK)	
	AJJCA	153D ATK HEL BN
	AAJCE	2/23D CAV SQDN
AJJBE	DIVISION ARTILLERY	
	AJJFA	3/40TH FA BN
	AJJFB	3/41TH FA BN
	AJJFC	3/42D FA BN
	AJJFD	55TH MLRS BTRY (OS)
	AJJFE	55TH TGT ACQ BTRY
AJJBF	DISCOM	
	AJJE	1ST FWD SPT BN
	AJJF	2D FWD SPT BN
	AJJG	3D FWD SPT BN
	AJJC	55TH MAIN SPT BN
AJJLA	DIV TROOPS BDE	
	AJJLB	55TH MI (CEWI) BN
	AJJLC	55TH ENGR BN
	AJJLD	55TH SIG BN
	AJJLE	3/441ST ADA BN

STUDENT HANDOUT

MODULE 10

DISPATCH OUTGOING DISTRIBUTION

**EXTRACT TO AR 25-51,
SECTION 3**

AUGUST 1999

APPENDIX D
STUDENT HANDOUTS

Title	Dispatch Outgoing Distribution
Task Number/ Title	CAA1L114/Dispatch Outgoing Distribution
	Extract to AR 25-51, Section 3

EXTRACT TO AR 25-51, SECTION 3

3-1. PURPOSE. The instructions contained in this section are essential for the effective processing of outgoing distribution.

3-2. PROCEDURES.

a. Dispatching. Dispatch operations in the AGDC will be limited to:

(1) Reviewing outgoing distribution to ensure that the correspondence is signed, dated, and that all copies and enclosures are present.

(2) Removing and distributing information and files copies.

(3) Removing any attached correspondence control records (DA Form 2445) and posting the action file prior to dispatch.

(4) Metering outgoing official mail.

(5) Ensuring that outgoing mail is official in nature.

(6) Consolidating outgoing correspondence by type, and bundling and forwarding to the post office.

(7) Ensuring that the most effective legal method of transportation has been selected.

b. Dispatching of Correspondence:

(1) Date: If missing, date stamp and dispatch.

(2) Signature: If correspondence is not signed, return to originator.

(3) Enclosure Listing: If there are enclosures to the correspondence, they must be listed. If not return to originator.

(4) Enclosure: If the correspondence indicates that there are enclosures and they are not attached, return to originator.

(5) File Copy: When correspondence is to be signed in your office, by the AG, a file copy will be attached to the correspondence. When the correspondence is signed, the signer will sign his/her last name above the signature block on the file copy, date it and return it to the originator. If the correspondence is to be signed by the AG and the file copy is missing, return it to the originator.

(6) Courtesy Copy: When the correspondence has a Suspense Date or when correspondence is sent to a Member of the Congress or to an official of another agency of the U.S. Government a courtesy copy will accompany the original. If missing, return to the originator.

(7) SEE DISTRIBUTION: When correspondence is a MEMORANDUM FOR SEE DISTRIBUTION ensure that you have enough copies for distribution. If you are missing copies, return to the originator.

(8) COPY FURNISHED: When correspondence indicates Copy Furnished ensure that you have enough copies for distribution. If you are missing copies, return to the originator.

c. Envelopes. Every effort will be made to avoid wasting envelopes. Use the smallest envelope possible.

(1) Return address. Place the complete return address (to include name/organization, address and ZIP code) in the upper left corner of all labels and envelopes.

(2) When volume permits, distribution from different offices within an agency or headquarters will be consolidated and forwarded in one envelope or DOD official mail bags.

(3) Messenger Envelopes. U.S. Messenger Envelopes (Standard Form 65) may be used for sending Unclassified and For Official Use Only correspondence between elements of an agency or headquarters located in different buildings in the same general location.

(4) Method of Addressing (SF Form 65). Write the address legibly. Handprint, stamp, or type in the space on the envelope. Cross off the last address. An attention line will be used when appropriate.

(5) Enveloping. Military correspondence and Letters are folded into three parts. Fold the bottom third forward over the text of the letter and fold the top third back. This conceals the text and still permits the use of window envelopes.

d. Packaging. Correspondence too bulky to be placed in envelopes will be put in adequate containers and properly wrapped and sealed to avoid damage and ensure delivery.

DEPARTMENT OF THE ARMY Commander <u>55th Mechanized Infantry Division</u> <u>Fort Stewart, Georgia 31314-9000</u>	<div style="border: 1px solid black; padding: 5px; text-align: center;">. 32</div>
Official Business	
Penalty for Private Use	
AJJAG-A	Commander Third U.S. Army ATTN: AJAAG-A Fort McPherson, Georgia 30330-0330
#1	

DEPARTMENT OF THE ARMY Commander <u>55th Mechanized Infantry Division</u> <u>Fort Stewart, Georgia 31314-9000</u>	<div style="border: 1px solid black; padding: 5px; text-align: center;">. 32</div>
Official Business	
Penalty for Private Use	
AJJAG-A	Mrs Janice Wilkins 405 Midway Drive Jonesboro, Kentucky 31904-1298
#2	

EXAMPLE #1

DEPARTMENT OF THE ARMY
Commander
55th Mechanized Infantry Division
Fort Stewart, Georgia 31314-9000

Postage and fees paid



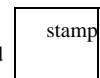
Official Business

Penalty for Private Use

MR. Peter B. Jones
4628 East 56th Street
Hineville, Georgia 31314-5000

DEPARTMENT OF THE ARMY

Postage and fees paid



Official Business

Penalty for Private Use

EXAMPLE #2

